1 - ENTRY

3-1.1 ACTIVITIES AND USES ANTICIPATED: Waiting, greeting guests, obtaining information on club activities, orientation to other areas of club, checking coats and bags, telephoning.

3-1.2 CHARACTER OF SPACE: The entry is the first space the club member or visitor encounters; it should express the character of the club. Main entry may be used for formal events and should present a dignified, though not stuffy image. Secondary entries should express an appropriate character: e.g., informal for an informal bar or lounge, clean and functional for a service area.

3-1.3 DIMENSIONAL CHARACTERISTICS

3-1.3.1 Governing Dimensions

A. Horizontal Dimensions: no specific requirements

B. Vertical Dimensions: no specific requirements, depends on character desired.

3-1.3.2 Sizing of Spaces: Allow 5% of gross floor area, exclusive of lounges, for aggregate of all entries.

3-1.4 BASIC EQUIPMENT REQUIRED

3-1.4.1 Comfortable chairs and low tables in waiting areas

3-1.4.2 Ashtrays for smokers. Recess ashtrays in walls in waiting areas and hallways for smokers who are standing.

3-1.5 REQUIREMENTS OF SUB-SPACES WITHIN MAIN SPACE

3-1.5.1 Coat Room

A. Coat room should directly adjoin the entry lobby, or relate to adjoining hallways on the route to the dining room and main ballroom.

B. Room should provide hanging racks for coats, shelves for bags, and a checking desk that can be closed off.

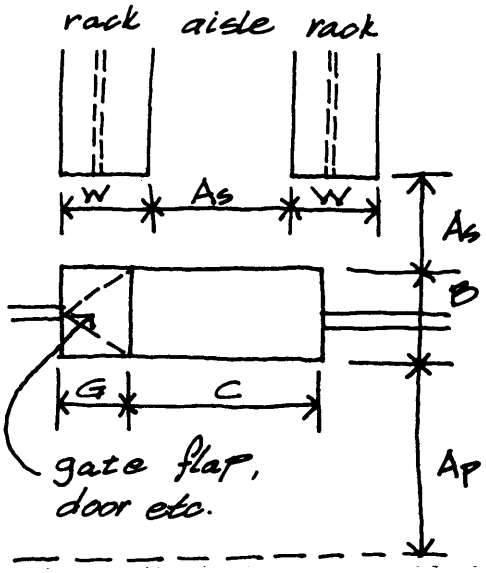
C. Room should have a single lockable entrance for security.

D. Size coat room for 50% of peak estimated patronage.

E. Coat racks provide for five garments per lineal foot.

F. Planning dimensions as in Figure 3-1.

Figure 3-1 Planning Dimensions for Coat Room



	abs. min.	des. min.	des. max.
W	1'-10"	2'-0"	2'-0"
As	2'-6"	2'-9"	3'-0"
B	1'-0"	1'-6"	1'-9"
C	2'-0"	3'-0"	5'-0"
G	1'-6"	1'-9"	2'-0"
Ap	3'-0"	4'-0"	6'-0"

3-1.5.2 Telephone Rooms: Pay telephones should be provided next to the entry, or off an adjoining hallway. (See Section 3-2.5.11)

3-1.6 PLANNING CRITERIA

3-1.6.1 Provide uncluttered space, with clear routes to other parts of the club.

3-1.6.2 Provide, preferably, column free space.

3-1.6.3 Waiting space, and furniture, should be to the side of the main circulation routes.

3-1.6.4 In a large club, provide a lounge area, adjoining or as part of the entry, which may be used for waiting and for the greeting of guests at formal functions.

3-1.6.5 In a large club, provide a separate reception desk.

3-1.6.6 In a large club, provide a separate cashier's office located adjoining, but not directly within, the entry.

3-1.6.7 In a small club, place cashier's office in the entry hall, enabling clerical staff to act as receptionist.

3-1.6.8 Provide tack space adjoining cashier's office for display of club financial statements.

3-1.6.9 Assist orientation by well-designed signs indicating directions to other parts of the club. (See Section 6-4.3.6)

3-1.6.10 Provide tack space for advertisements of club functions.

3-1.6.11 Provide rest rooms off hallway adjacent to entry.

3-1.6.12 Provide door closers or automatic doors in order to control drafts.

3-1.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-1.7.1 Lighting

A. Natural: Natural lighting is not necessary for functional purposes, but a view out is desirable adjoining the entrance doors, so that exiting guests are aware of weather conditions.

B. Artificial: General level: 30 f.c. Notice boards, signs, etc. : 50 f.c.

3-1.7.2 Acoustics

A. Sound, Generation: Noisy area when crowded, at other times entry is quiet.

B. Sound, Isolation: Need not be isolated from other areas.

3-1.7.3 Thermal

A. In circulation areas comfort conditions should be maintained equivalent to working areas. Provide 5-8 air changes/hour.

B. Waiting areas should maintain comfort conditions equivalent to living and administrative areas. Provide 8-10 air changes/hour.

C. Protection is necessary from outside drafts, particularly near the entry doors.

3-1.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-2, 3-3, and 3-4.

Figure 3-2 Affinity Matrix for Entry

The affinity matrix indicates relationships between space 1 - Entry and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
1 - Entry	+	+	−	+	0	−	−	+	+	0	−	−	−

Figure 3-3 Relationship of Entry to Other Spaces (Small Clubs)

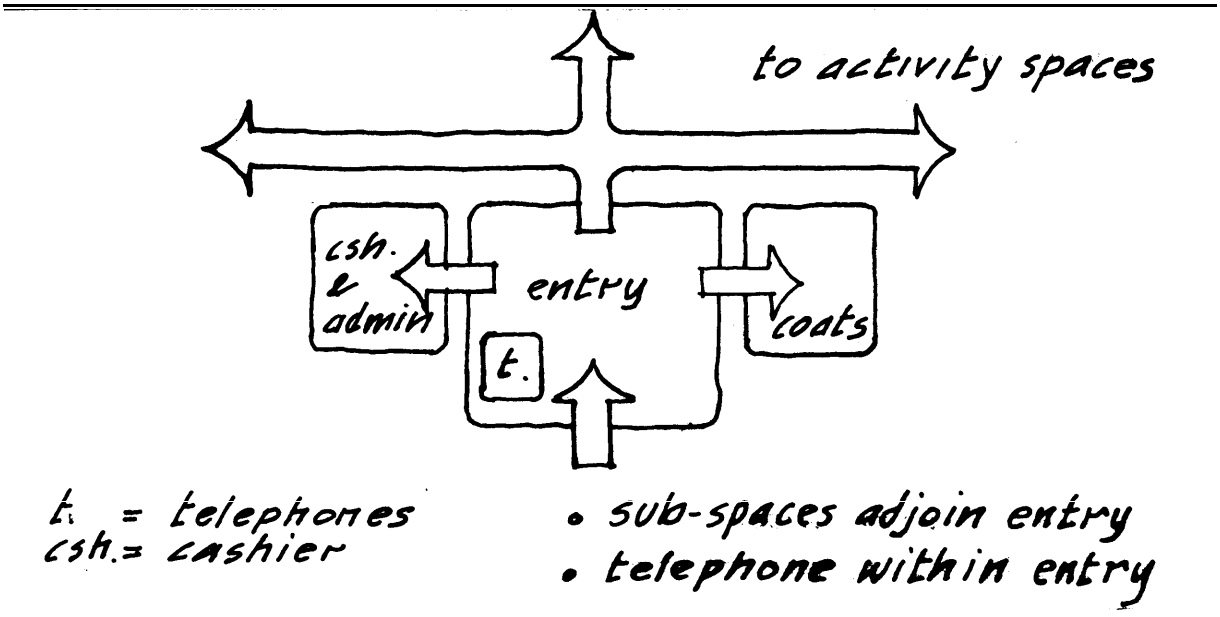
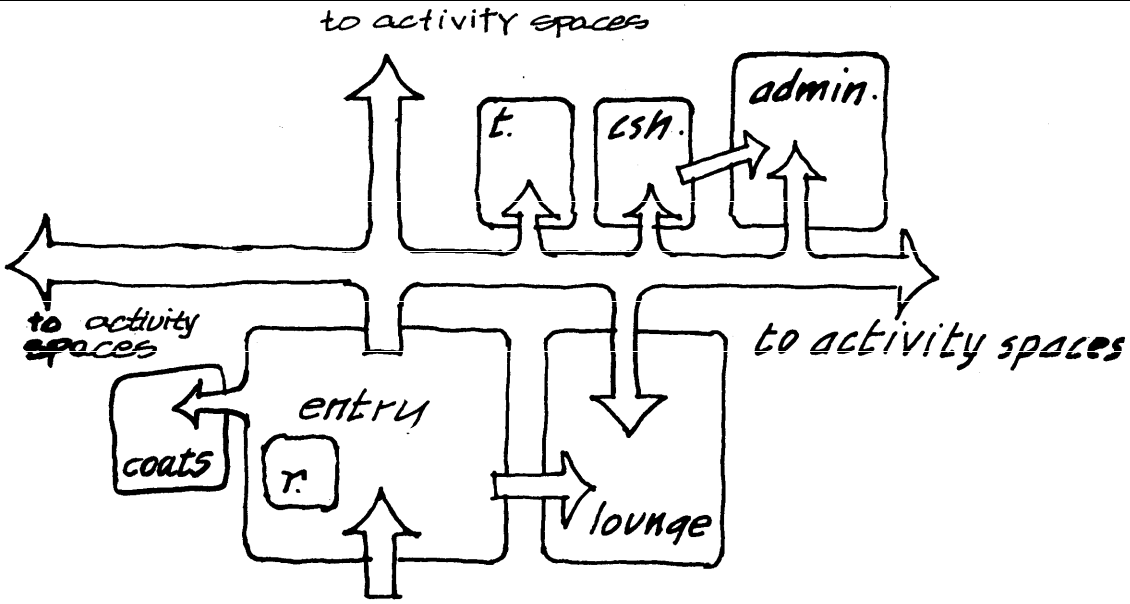


Figure 3-4 Relationship of Entry to Other Spaces (Large Clubs)



t. = telephones
r. = reception
csh. = cashier

- sub-spaces adjoin exit hallways to other spaces
- lounge adjoins entry

3-2.1 ACTIVITIES AND USES ANTICIPATED: Breakfast, lunch and dinner service for club members. Lunch is typically cafeteria or scramble service, but a large club may also provide table service. Dinner is typically table service. Service variations provided, according to size and local management, may include a sandwich or do-it-yourself steak service at lunch. Dinner may include a sandwich service, and special meal service nights (e.g., Italian, Chinese, French, German, Luau, etc.)

3-2.2 CHARACTER OF SPACE: Decor may vary greatly according to local taste and management, but a subdued traditional atmosphere is typical. Low general lighting levels may be effectively supplemented by table lighting. The dining space should be visually subdivided into groups of 30-40 people to provide a more intimate atmosphere; this is particularly important with a vary large dining room. A variety of dining arrangements is also desired--tables for two, four, or six. It is useful to provide tables for two that can easily be arranged into tables for four or six.

3-2.3 DIMENSIONAL CHARACTERISTICS

3-2.3.1 Governing Dimensions

A. Horizontal Dimensions: Governed by requirements of table, chair, and equipment locations, together with staff and circulation space. See Figures 3-5 and 3-6. Maximum aspect ratio: 2:1. (Aspect ratio is defined as the ratio between the length and width of a rectangular space.)

B. Vertical Dimensions: Minimum ceiling height 10'-0".

3-2.3.2 Sizing of Spaces

A. Overall size of dining room established on following basis:

1. Estimate number of meals to be served.

2. Estimate number of sittings per meal.

3. Assume 80% occupancy per sitting to establish number of seats. Thus, number of seats is 125% number of meals.

4. Allocate area/seats as follows:

15 s.f./seat*	high standard
14 s.f./seat*	good standard
13 s.f./seat*	banquet seating

* includes area for aisles

Note that Figures 3-5 and 3-6 show examples of minimal dimensions of table space layout. In practice, layouts adhering to the allowances above have been found to provide appropriate space.

Figure 3-5 Planning Dimensions of Dining Table Layout

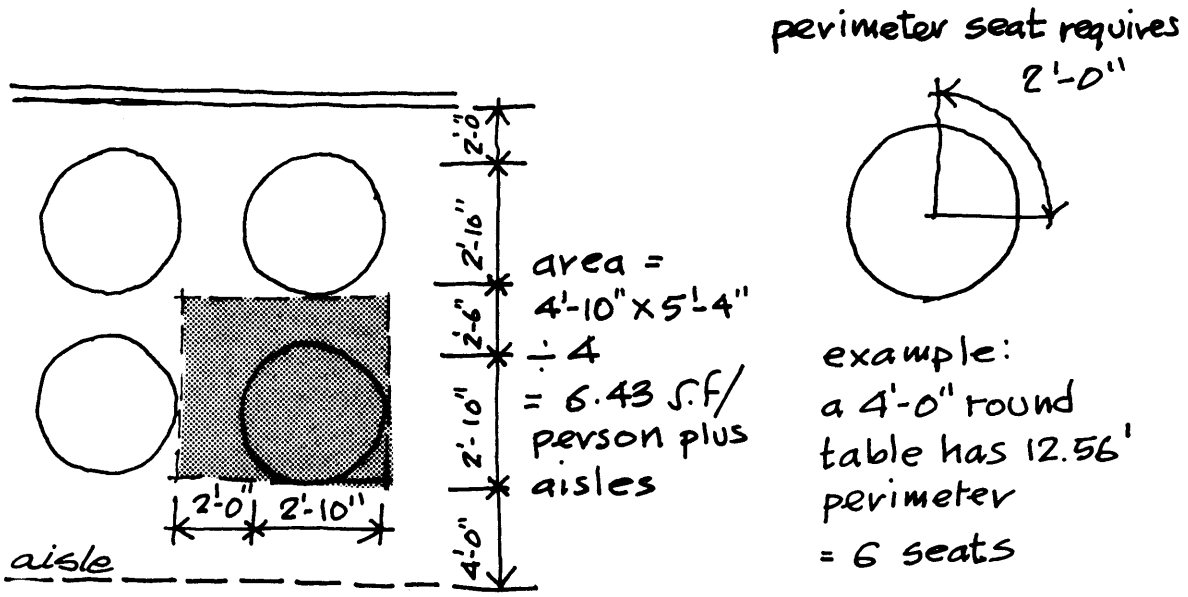
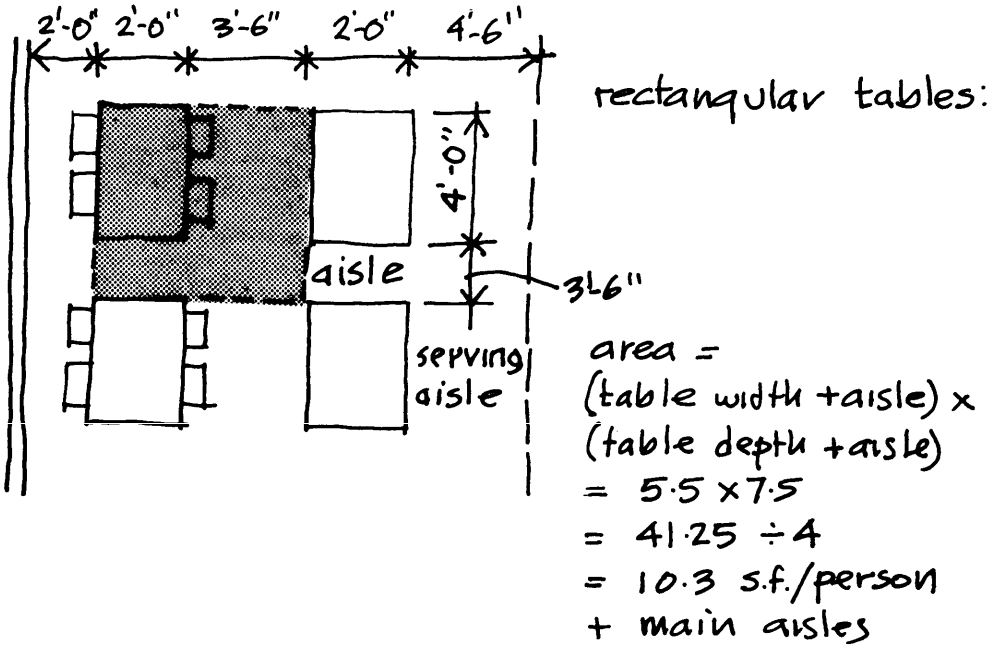


Figure 3-6 Planning Dimensions for Dining Table and Booth Layout



B. Area Computation Example:

1. Estimate 600 meals served.

2. Assume 2 sittings.

3. At 80% occupancy, 300 meals/sitting, requires 375 seats. (375 seats x 80% occupied = 300 meals)

4. Dining Room Area: 375 x 15 = 5,625 s.f. (high standard)

c. Size of service area for cafeteria service established as follows:

1. Maximum Rate: 10 persons/minute (governed by cashier)

2. Establish number of cashiers based on time for service, and overall number of meals to be served.

3. Allow 20-24 linear feet of serving counter/cashier.

4. Allow 20 s.f. area for each linear foot of serving counter.

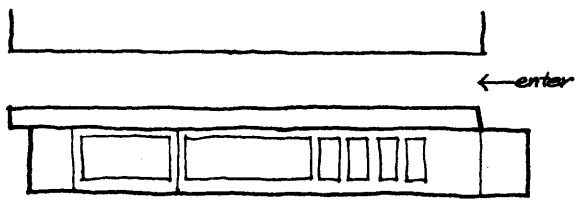
D. Size of service area to be provided in kitchen for table service should be equivalent to cafeteria service above.

3-2.4 BASIC EQUIPMENT NEEDED: Tables, chairs, booths, carpet.

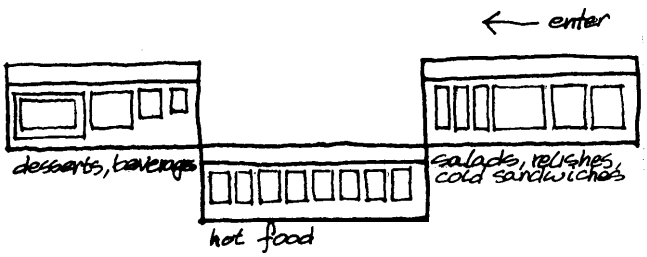
3-2.5 REQUIREMENTS OF SUB-SPACES WITHIN MAIN SPACE

3-2.5.1 Serving Counter: Cafeteria Serving counter may also be planned for use as waitress service area in the evening.

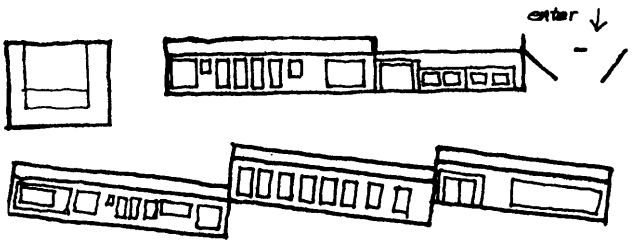
3-2.5.2 Cafeteria Planning: Straight line systems. Most economical of space and equipment. Multiple straight line counters necessary for large dining room.



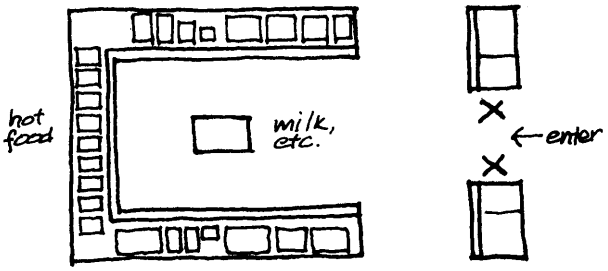
3-2.5.3 Cafeteria Planning: Bypass line. Allows hot food counter to be bypassed.



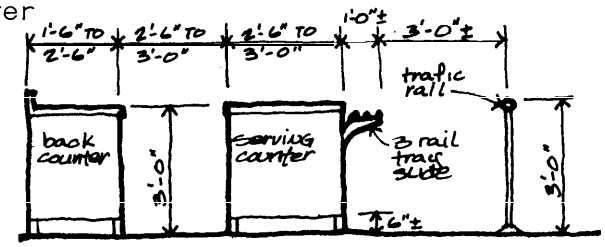
3-2.5.4 Cafeteria Planning: Sawtooth. Patron may go direct to counter serving food of his choice Most efficient way of utilizing long and narrow serving area.



3-2.5.5 Cafeteria Planning: Scramble System. Best system for high speed, large-scale service. Speed of service determined by number of cashiers. Overall area required greater than that for other types of service.



3-2.5.6 Typical Cafeteria Counter Dimensions:



3-2.5.7 Maitre'd Station

A. Locate at entrance to dining room, on right hand side of door when entering.

B. Provide stand-up desk, light, telephone.

3-2.5.8 Cashier's Station

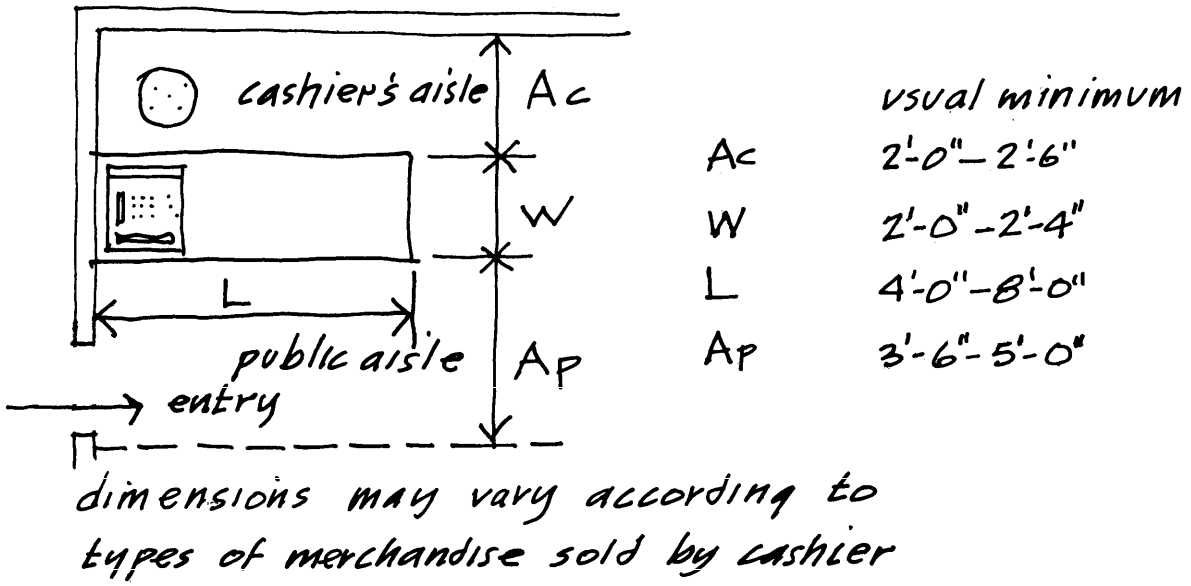
A. Locate at entrance to dining room, on left hand side of door when entering.

B. Provide for cash register.

C. Provide for merchandise such as cigars, cigarettes, which may be sold by the cashier.

D. Planning dimensions are as shown in Figure 3-7.

Figure 3-7 Planning Dimensions for Cashier's Station



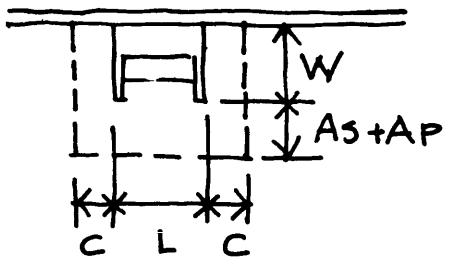
3-2.5.9 Waitress Station

A. Provide serving table for waitresses adjoining kitchen service area, and placed around dining room on basis of one station/30 seats.

B. Table should provide room for coffee maker.

C. Size station as shown in Figure 3-8.

Figure 3-8 Planning Dimensions for Waitress Station



As	service only	2'-6"-3'-0"
Ap	public circulation	2'-0"-2'-6"
C	clearance to adjacent units	2'-0"-2'-6"
L	counter length	2'-6"
W	counter width	1'-8"

3-2.5.10 Service Bar

A. Locate adjacent to or within the kitchen.

B. View of service bar should be concealed from patrons.

C. See description of generic space 3 - Bar, for further information on service bar.

3-2.5.11 Telephone Facilities: Telephone booths should be out of direct vision, yet convenient to dining areas. Provide one telephone booth per 125 seats in dining room. (See Section 3-1.5.2)

3-2.6 PLANNING CRITERIA

3-2.6.1 The dining room should be on the same floor level as the kitchen.

3-2.6.2 A dining room with waitress service should have provision for a waiting area at the entrance that can be controlled by a maitr'd.

3-2.6.3 The cocktail bar is appropriately planned adjoining the dining room, and can be used as a waiting area at busy times.

3-2.6.4 The dining room may adjoin multi-use and, by use of movable walls, may accommodate overloads of either dining or multi-use activities

3-2.6.5 In smaller dining room, where no service bar is provided, provide direct waitress access to main bar.

3-2.6.6 Provide for coat checking, either by use of the coat check at the main entry, or by separate small coat check space at dining room entry.

3-2.6.7 In cafeteria provide coat trees for self-checking of coats and belongings.

3-2. 6.8 Seating arrangements should make maximum use of tables for lwo that can also be combined to make tables for four or six.

3-2.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-2.7.1 Lighting

A. Natural: Provide windows if view is attractive.

B. Artificial: Provide atmospheric lighting. Low general level, supplemented by lighting at tables. Incandescent lighting is appropriate. See table 4-7 for standards.

3-2.7.2 Acoustics

A. Sound, Generation: Considerable conversational sound. Provide absorption in floor, ceiling and walls.

B. Sound, Isolation: Not essential.

3-2.7.3 Thermal: Variable occupancy area. System should provide good comfort conditions for wide range of occupancy and should have quick response. Primarily sedentary activities, thus freedom from drafts important. Provide 12-15 air changes/hour for cafeteria service and 8-12 air changes/hour for restaurant service.

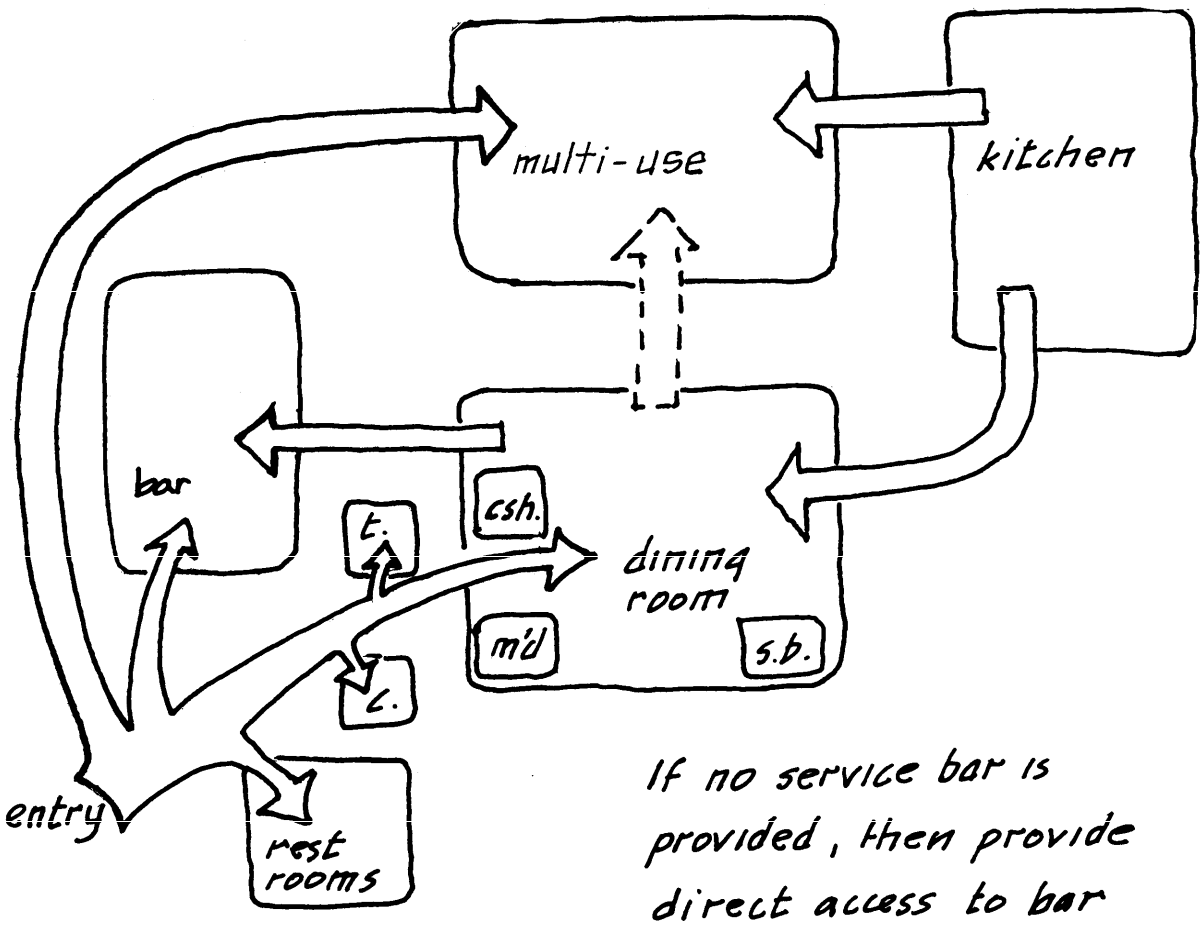
3-2.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-9 and 3-10.

Figure 3-9 Affinity Matrix for Dining Room

The affinity matrix indicates relationships between space 2 - Dining Room and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
2 - Dining	+	+	+	0	0	-	-	-	-	+	-	-	-

Figure 3-10 Relationship of Dining to Other Spaces



If no service bar is provided, then provide direct access to bar from dining room

t = telephones
csh. = cashier
m'd = maitre d'
c = coat room
s.b. = service bar
----> = desirable but not essential link

3-3 BAR

3-3.1 ACTIVITIES AND USES ANTICIPATED

3-3.1.1 Beverage service, dancing, entertainment, and the opportunity to meet and socialize with fellow members in an informal setting.

3-3.1.2 The service bar is a small bar associated with the dining room or multi-use space for the provision of bar service to that room. The service bar should be designed as a self-sufficient bar which is stocked periodically from the main bar storage.

3-3.1.3 Mobile bars are used in multi-use and party rooms where no service bar is provided.

3-3.2 CHARACTER OF SPACE

3-3.2.1 Bar should be an attractive informal space. The atmosphere should be warm and discreet, and there should be opportunity for a variety of group sizes to be easily accommodated, ranging, from the solitary drinker to a large group of a dozen or more.

3-3.2.2 Cocktail bar should be relatively conservative in character and attractive to female guests.

3-3.2.3 Informal bar is more casual in character and will be oriented more, though not exclusively, towards male patrons; dress will be casual. The informal bar will tend to appeal to younger members and guests. Contemporary decor is appropriate, but generally colors and lighting should be subdued.

3-3.2.4 A stag bar is for men only and may be quite cheerful, rough and homey in atmosphere: There should be more emphasis on bar as opposed to table service.

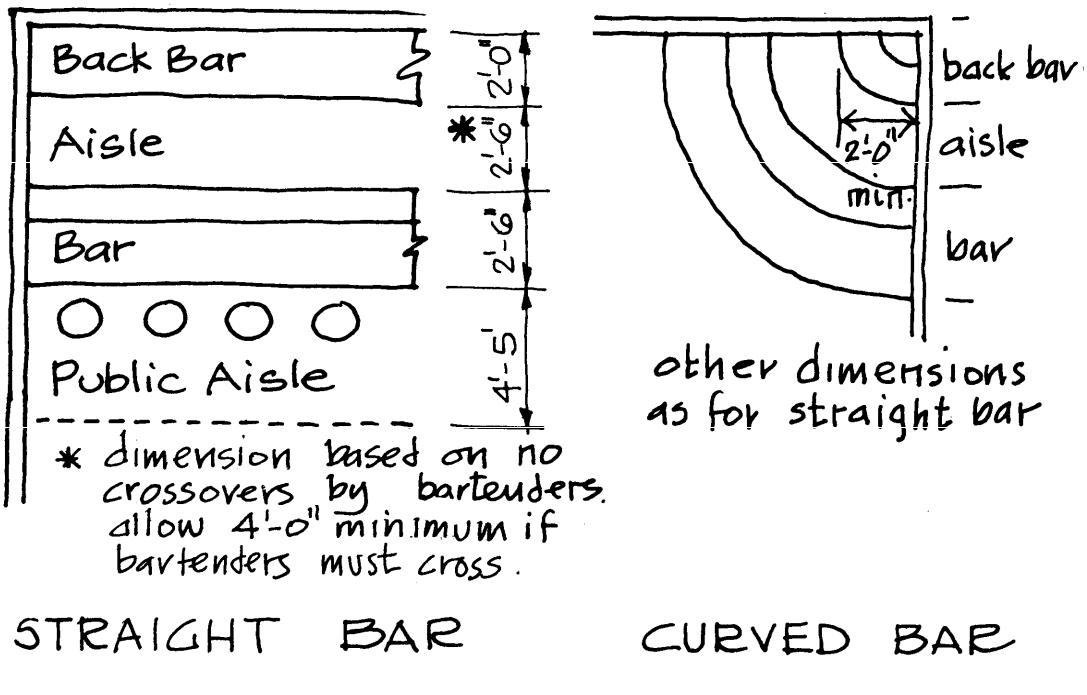
3-3.3 DIMENSIONAL CHARACTERISTICS

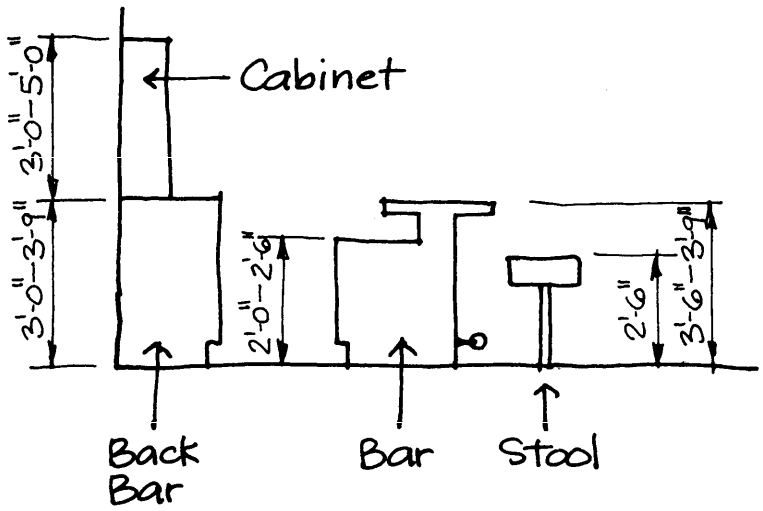
3-3.3.1 Governing Dimensions

A. Horizontal Dimensions: Governed by table numbers, size and location, together with guest and staff circulation requirements. See generic space 2 - Dining Room for more information on table layout, and Figure 3-11 for bar layouts.

B. Vertical Dimensions: Minimum ceiling height 10’-0".

Figure 3-11 Planning Dimensions for Bar





Bar Length:

Allow 2'-0" for each stool.

Service Bars:

6'-8' long for 1-man service.

10'-12' long for 2-man service.

3-3.3.2 Sizing of Spaces

A. Size of overall bar areas may vary greatly depending on local tastes and management policies.

B. Guideline for establishing size of aggregate bar areas: 7-12% of gross floor area.

3-3.4 BASIC EQUIPMENT REQUIRED: Tables, chairs, stools, bar equipment. Floor drain should be provided in back bar area.

3-3.5 PLANNING CRITERIA

3-3.5.1 Although service-at the bar will be available at all bars, the emphasis will be on table service, except in stag bar.

3-3.5.2 The cocktail lounge should have ready access to the dining room and may form an appropriate waiting area for this space.

3-3.5.3 A view to the outside is not important. However, the cocktail lounge may with advantage utilize an outside terrace court or deck if the view is attractive and the climate is amenable.

3-3.5.4 Rest rooms should be conveniently accessible to the bar area.

3-3.5.5 Different types of bars should be separated from one another, and preferably have completely separate entrances, since their patron's dress and habits may diverge.

3-3.5.6 Different bars may be appropriately planned on different floor levels.

3-3.6 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-3.6.1 Lighting: Should be subdued. Specific standards are not applicable.

3-3.6.2 Acoustic: Bars may sometimes be noisy, particularly the informal and stag bars.

3-3.6.3 Thermal: Ventilation should be good, and controls and systems should be able to accommodate a range from a few solitary drinkers to a noisy crowd. Provide 15-20 air changes/hour.

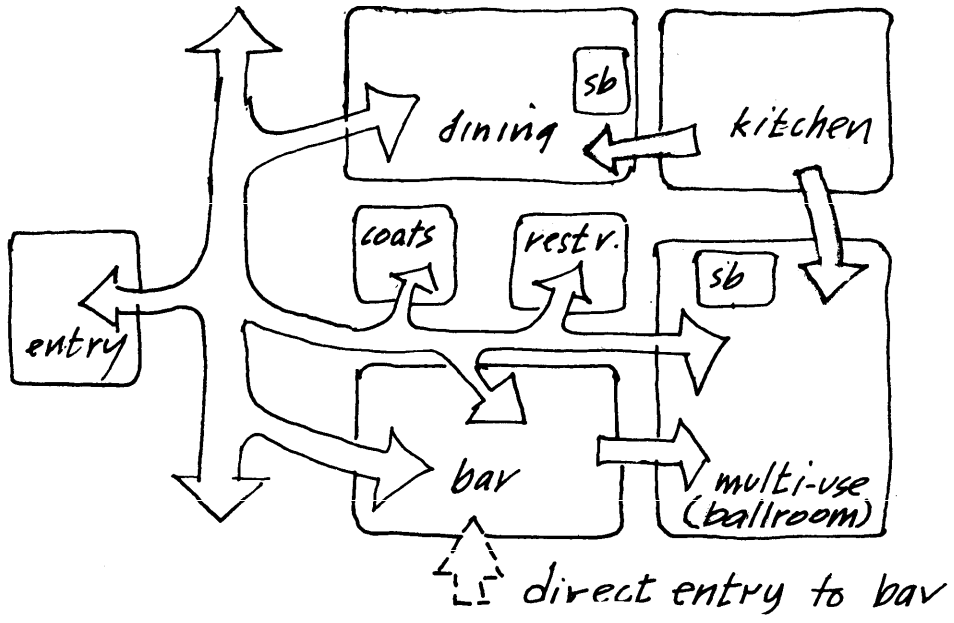
3-3.7 RELATIONSHIPS TO OTHER SPACES: See Figures 3-12 and 3-13.

Figure 3-12 Affinity Matrix for Bar

The affinity matrix indicates relationships between space 3 - Bar and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

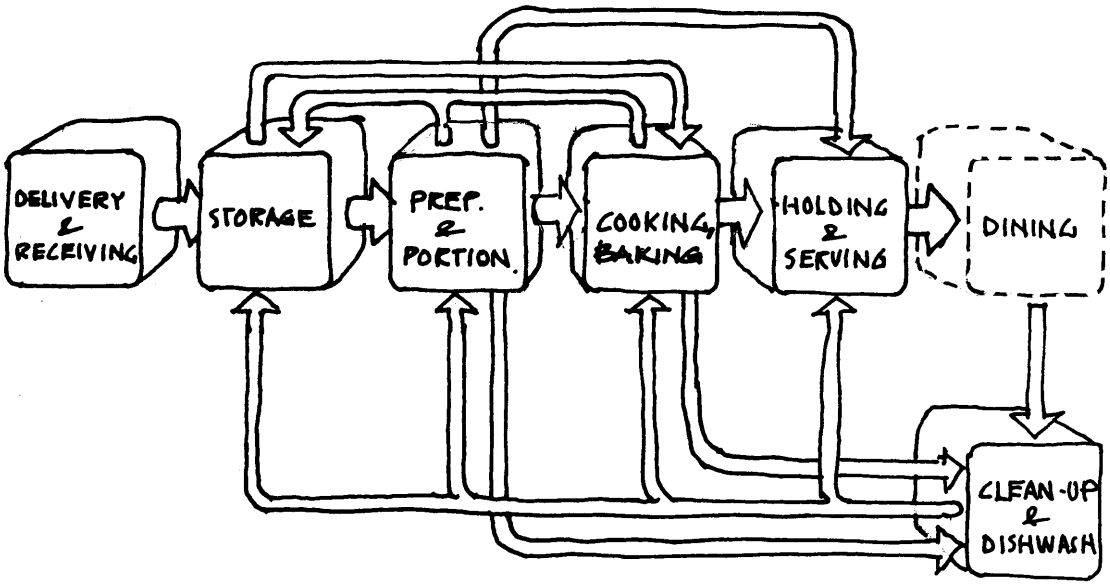
	1 - Entry	2 - Dining Room	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
3 - Bar	+	+	0	+	+	-	0	-	0	+	0	-	0

Figure 3-13 Relationship of Bar to Other Spaces



3-4.1 ACTIVITIES AND USES ANTICIPATED: See Figure 3-14.

Figure 3-14 Summary of Kitchen Activities



3-4.2 CHARACTER OF SPACE: Efficient, well-lit, functional and clean.

3-4.3 DIMENSIONAL CHARACTERISTICS

3-4.3.1 Governing Dimensions

A. Horizontal Dimensions: Governed by requirements of equipment location and relationship, together with staff work and circulation. See Figure 3-15 for typical work space and aisle dimensions.

B. Vertical Dimensions: Minimum ceiling height is 10'-0".

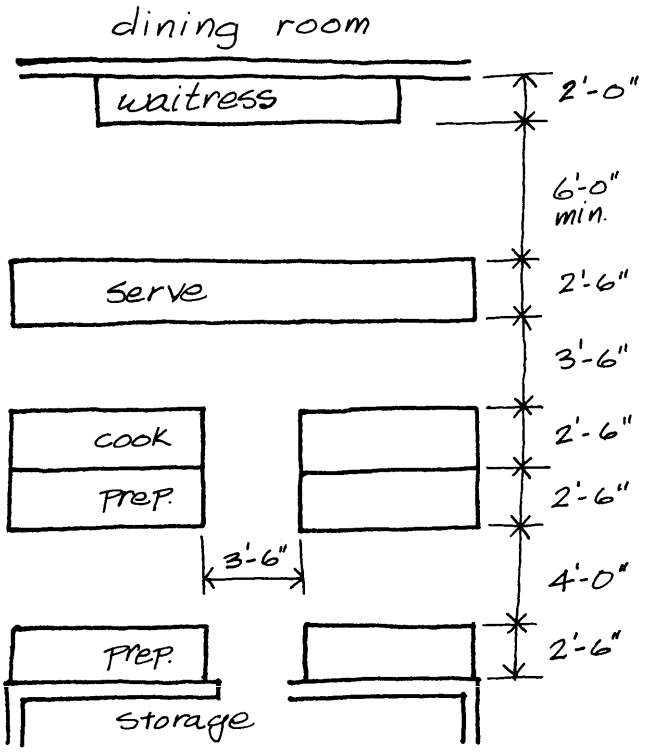
3-4.3.2 Sizing of Spaces

A. The kitchen size has the following relationships to size of dining room and type of service:

Table Service	Dining/Kitchen area ratio 50/50
Cafeteria Service	55/45
Scramble Service	60/40

It can be seen that table service places greatest demand on kitchen space. This is because the serving area in this type of service forms part of the kitchen area.

Figure 3-15 Planning Dimensions for Kitchen Tables



B. Effect of Banquet Space on Kitchen Size: Banquet space requires additional area for make-up, cart storage, plating, coffee stations, and refrigeration. This space is at ratio of 80/20, banquet/service. If kitchen is close to banquet area, this space is added to kitchen area and kitchen area is increased. If kitchen is removed from banquet area, this space is additional service area adjacent to multi-use, and main kitchen area remains same.

C. Area Computation Example:

Dining Room	1000 s.f.	
Kitchen (table service)	1000 s.f.	Ratio 50/50
Multi-use Rooms	1000 s.f.	
Multi-use Service	500 s.f.	Ratio 80/20

3-4.4 BASIC EQUIPMENT REQUIRED: Refer to Sub-Space Requirements.

3-4.5 SUB-SPACE: DELIVERY AND RECEIVING

3-4.5.1 Activities and Uses

A. Delivery and checking-in of all kitchen items

B. Area also generally used for garbage or trash removal.

3-4.5.2 Basic Data Required to be Predicted

A. Frequency of deliveries--per week, per day

B. Size of maximum, minimum delivery (Ibs. and volume)

C. Equipment

1. Types of delivery container

2. Bulk

3. Prepackaged

4. Pallet

D. Form of Transport

1. Handcarts

2. Handtrucks

3 . Fork Lifts

4. Rolled in (barrels)

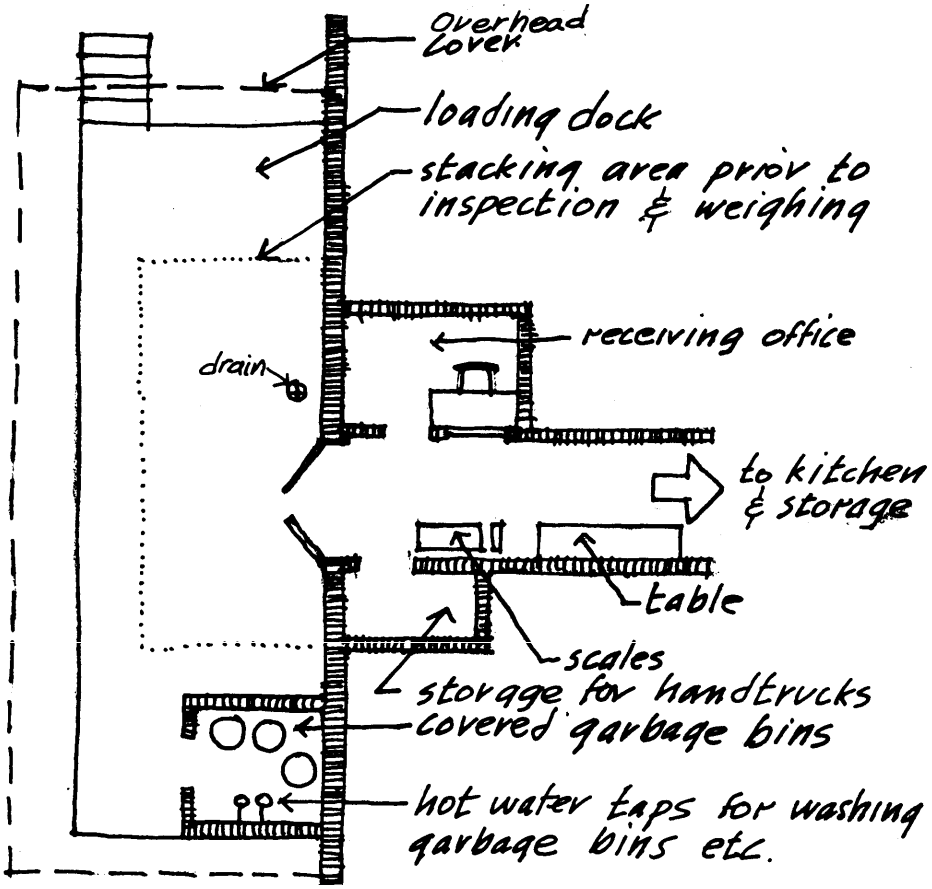
3-4.5.3 Planning Considerations and Relationship to Other Spaces: See Figure 3-16.

A. Trash and Garbage: Area should be located near receiving area (an enclosed area is preferred with hard, easily washed floor surface).

B. Doors: All exterior doors in this area should have self-closing devices, metal frames and fly screens.

c. Provide hot water can wash and storage.

Figure 3-16 Planning of Delivery and Receiving



3-4.6 SUB-SPACE: STORAGE

3-4.6.1 General Considerations: A system of supply transport should be worked out in the kitchen concept stage to provide general supply and re-supply routes with appropriate aisle widths. These routes should, as far as possible:

A. Provide dedicated transport zones.

B. Be located parallel or perpendicular to working aisles--not on the perimeter of the space.

C. Serve two departments at one time.

D. Minimize crossover traffic between working areas.

E. Use flush thresholds at door openings.

3-4.6.2 Food, Dry Storage

A. General Considerations

1. Should be protected from sweating walls, dripping pipes and subsoil dampness.

2. Should be screened against mice and vermin.

3. Orderly system should be established for cataloging location of goods and rotating stocks.

4. Work tables should be provided for rough portioning of supplies.

5. Equipment should be easily mobile, and construction materials designed for easy cleaning and draining.

B. Shelf Design and Arrangement

1. Lowest shelf should be at least 8" off floor, highest 72".

2. Adjustabl e shelves for spacing flexibility

3. Some she lves should be wide enough to store case boxes.

4. Bulk items (sugar, flour, potatoes, etc.) may be stored best in bulk containers

C. Environmental Considerations

1. Temperature should never be higher than 70°F. Recommended range is 40°F to 70°F.

2. Motors, compressors and other heat-producing equipment should not be located in storage areas.

3. Ventilation: Admit cool air near floor and exhaust warm air near ceiling.

4. 2" space between shelves and walls recommended, as are slatted shelves.

5. Heating pipes should be well-insulated.

3-4.6.3 Storage, Refrigerated

A. General Considerations

1. Refrigerator and freezer should be separate spaces.

2. Freezers should be located opening onto refrigerated space.

B. Preliminary Space Allocation Guidelines

1. For preliminary planning purposes, allocate space for all food storage (dry, refrigerated, and frozen) on the following basis:

	Meals Served Per Day			
	400	800	1 200	1600
Total food storage area s.f.	400-600	600-800	850-1100	1100-1250

Within this total area allocate specific storage space as follows:

2. Meats: 15% of total refrigerated space

3. Fruits and Vegetables: 10% of total refrigerated space

4. Defrosting and Dairy: 45% of total refrigerated space

5. Freezer: 30% of total refrigerated space

C. Environmental Consideration

1. Meats: 33°F to 38°F, 80% to 85% humidity

2. Fruits and Vegetables: 33°F to 38°F

3. Defrosting and Dairy: 33°F to 38°F

4. Freezer: -10°F to 0°F

3-4.6.4 Storage, Refrigerated, of Prepared Foods

A. Salads and Sandwiches: Salads and sandwiches may be prepared ahead of main rush periods (to minimize labor and keep a more constant work load) and stored in holding refrigerators.

B. Carts used for storage should be sized to allow whole cart to be wheeled to holding and service area.

C. Pass-through refrigerators used for storage should be located at end of preparation area, next to holding and service area.

D. Meats and Vegetables: Meat and vegetable products may be pre-cooked to approximately 80% of finish and frozen to be re-cooked or re-constituted later during peak periods.

E. Frozen and refrigerated areas should be located and designed to allow easy storage and returning of carts loaded with pre-cooked meat and vegetable products.

3-4.6.5 Storage, Other

A. Provide closet for equipment used to clean kitchen area.

B. Closet should be provided out of sight of patrons.

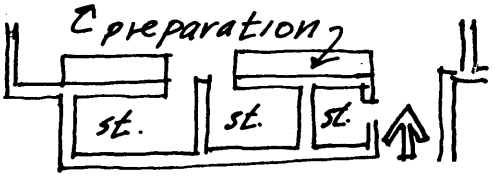
C. Allow about 1.5 to 2 s.f. of closet area per 20 meals served.

D. Additional supplies--extra dishes, glasses, flatware, utensils and paper goods.

3-4.6.6 Planning Considerations

A. Kitchen storage for the smaller kitchen may be concentrated close to service entrance.

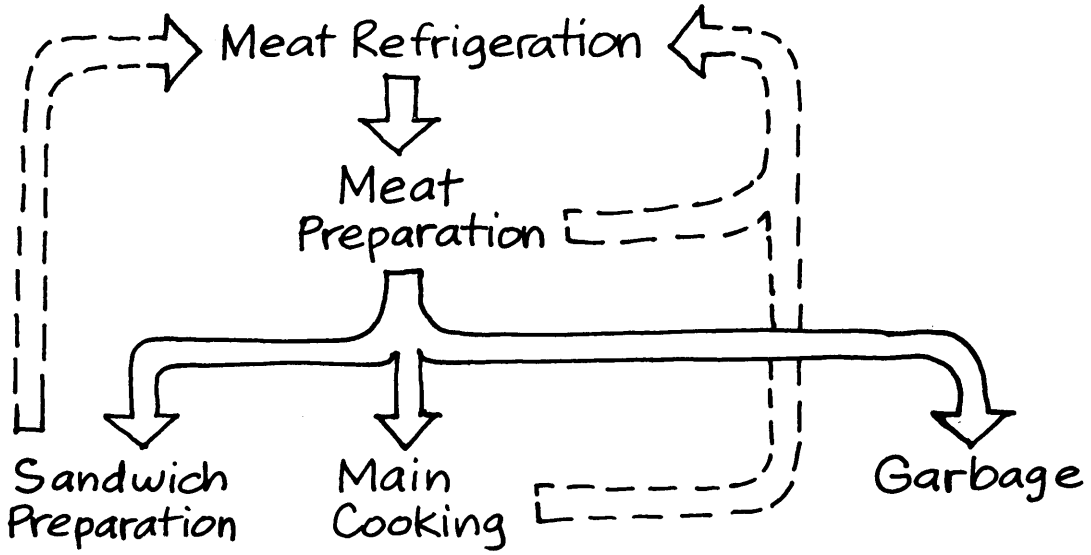
B. In a large kitchen, storage should be located convenient to preparation areas.



3-4.7 SUB-SPACE: PREPARATION AND PORTIONING

3-4.7.1 Meats: In this area butchers prepare meat for cooking in portion control allotments. Trend is toward buying meat already proportioned, or proportioning near the storage area, so that meats arrive at butcher's area in ready-to-cook state. See Figure 3-17.

Figure 3-17 Relationship of Meat Preparation to Other Areas.



A. Required Equipment

1. Choppers and chopping block
2. Slicers
3. Sink
4. Knife rack
5. Patty molding machine
6. Work tables (portable)
7. Additional portable racks and tables
8. Grinder
9. Tenderizer
10. Fish box
11. Meat saw

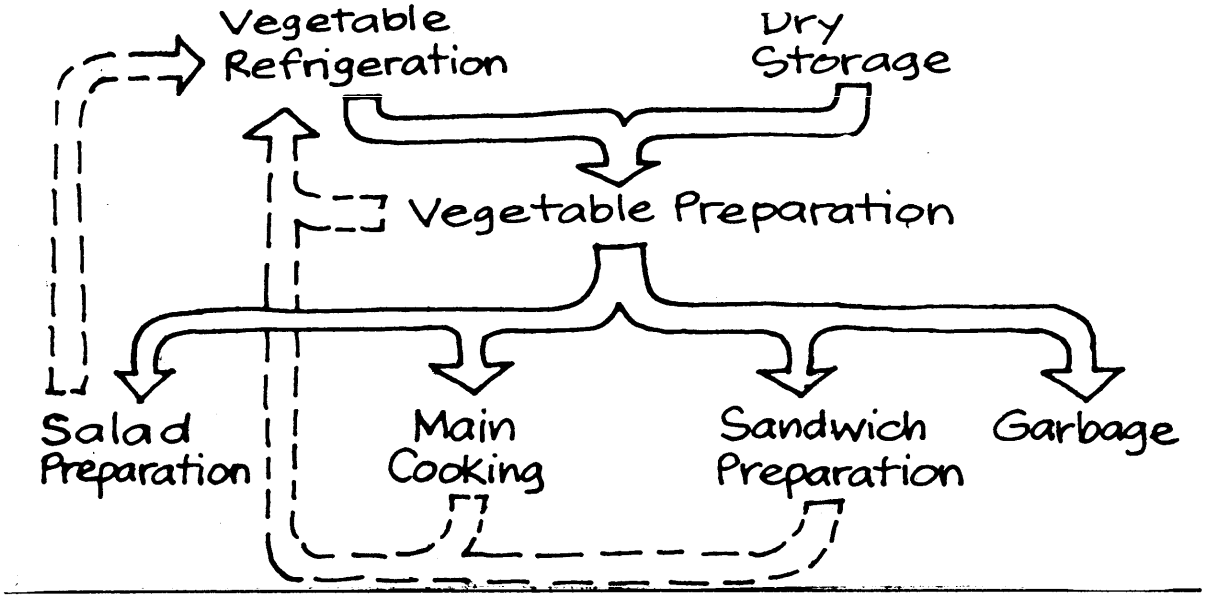
B. Additional Equipment for Sandwich Preparation, if Located in the Meat Department

1. Mixers
2. Slicers
3. Bread storage
4. Tilted tray dispenser for mayonaise, etc.
5. Toasters
6. Plate dispensers
7. Double sink
8. Small storage space
9. Sandwich wrapping machine

3-4.7.2 Vegetables

A. In this area, the fresh vegetables are prepared for cooking and salads. In many kitchens vegetables are prepared the day before their usage in the salad and main cooking areas, in which case the prepared vegetables are stored in holding refrigerators. See Figure 3-18.

Figure 3-18 Relationship of Vegetable Preparation Area to Other Areas



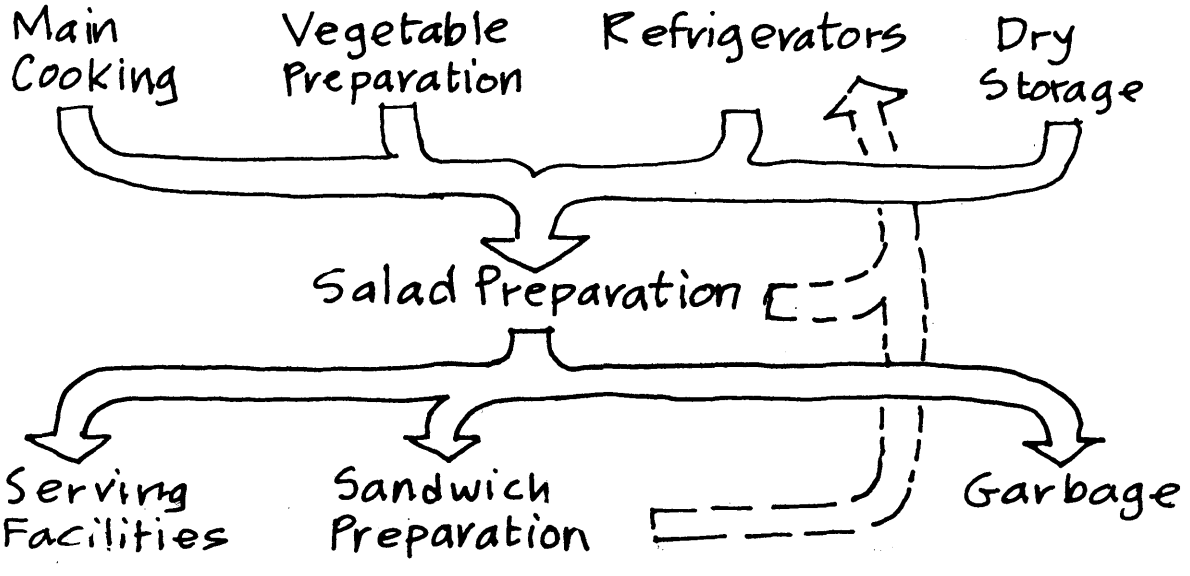
B. Required Equipment

1. Slicers
2. Double sink with drainboard
3. Peeler
4. Reach-in refrigerator
5. Mixer
6. Cutter and dicer
7. Portable racks, cold cabinets, plate dispensers, etc.

3-4.7.3 Salads

A. In this area the ingredients prepared in the vegetable preparation area and/or items from the fruit and vegetable refrigerator are used. Small amounts of meat and dairy products may also be used in some salads. In many cases the salad and vegetable preparation areas are combined, or are located next to each other in order to use the same equipment. See Figure 3-19.

Figure 3-19 Relationship of Salad Preparation Area to Other Areas



B. Required Equipment: This area works generally in combination with vegetable preparation and uses its equipment. In addition, the following may be provided:

1. Pass-through refrigerator

2. Storage refrigerator

3. Portable tray carts

4. Ice bins

3-4.8 SUB-SPACE: COOKING

3-4.8.1 General Considerations

A. Both meat and vegetables are usually cooked in this area.

B. In general, it has been found advisable to cook such items as vegetables in small batches, as close as possible to serving time; this requires that at least the vegetable cooking should be done as near the serving area as possible.

C. Meats may be prepared in large batches, but the trend is towards staggering the start and finish of meat cooking, even though no equipment may be saved, meat preparation can be better related to serving demand.

D. Fryers should have close connection with the serving areas as fried foods tend to lose their crispness after being placed in a warming or rewarming area.

E. Drains in floor for easy cleaning and maintenance of kitchen and cooking areas.

F. General relationships of this area to other areas are shown in Figure 3-20.

G. Required Equipment: (Not all kitchens will have all the equipment noted.)

1. Conventional and convection ovens

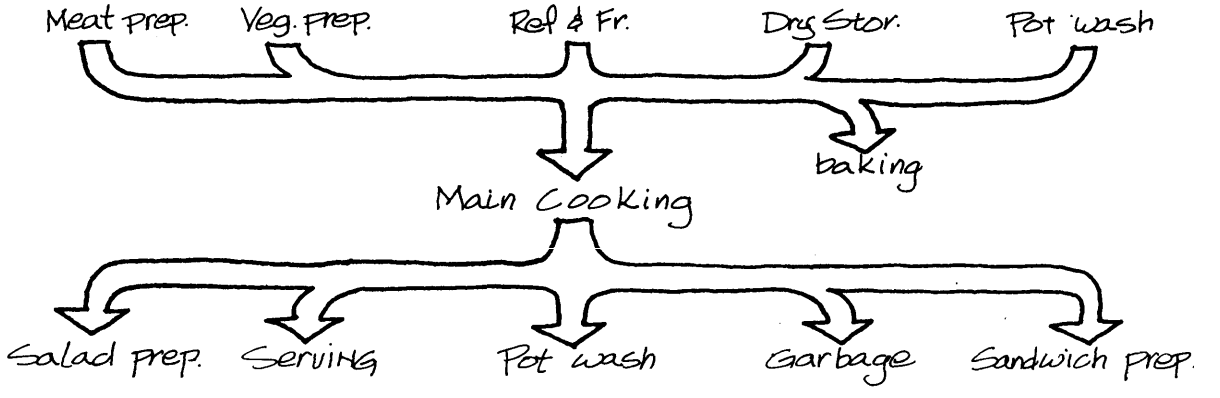
2. Revolving-deck reast ovens

3. Fryers (deep) - tilting

4. Griddles

5. Steam cookers (and steam jet cookers)
6. Trunnion kettles with mixer
7. Broilers
8. Hot top range with open burners
9. Salamanders
10. Open grill
11. Fish fryers - separate
12. Cooks table with sink and drainboard
13. Small mixer
14. Cooking hoods for exhaust
15. Microwave oven
16. Pot racks
17. Mixers
18. Refrigerated drawers for undercounter storage

Figure 3-20 Relationship of Cooking Area to Other Areas



3-4.8.2 Equipment Layout Considerations

A. The broiler should be at one end of the line--away from the traffic in front of the cooking equipment. Adequate refrigerated storage and work space should be provided for the broiler operator.

B. Fryers may be located near the broiler if the same person will operate both or they may be located at the far end of the range battery. Sufficient work table space and an area to drain fried foods must be provided in addition to refrigeration and, in some cases, freezer storage space.

C. The steam table for serving area, if it is to be from the same area as cooking, should be near the broilers and fryers.

D. Space between cook's table and cooking equipment should be at a minimum, but should provide for opening of range ovens, steamers, etc.

E. All heat-producing equipment should be vented to an effective exhaust hood.

F. Sufficient space for cleaning should be provided behind equipment which is backed up to a wall.

G. It is preferable to provide breaks in extended cook's or serving tables for access between aisles.

H. As with the arrangement of the other equipment, design should minimize circulation and crossover traffic.

3-4.8.3 Baking Area

A. General Considerations:

1. Of all food preparation departments, the bakery operation is least affected by distance from the main facilities (since mobile racks and carts are used to transfer goods).

2. In general, the bake shop should be located near the storage area--both dry and refrigerated--and near the pot washing facilities.

3. There are two general modes of operation. "Full bake" involves baking from scratch. "Bake-off" uses frozen, pre-prepared semi-baked goods that need only thawing, possibly proofing, and finish baking. Bake-off operations are usually cheaper, particularly in small operations, in which savings can be as much as 75%. For this reason the bake-off operation is almost universally used.

4. Baking and cooking can possibly be combined or adjacent in small operations since ovens, mixers, and steam kettles can be shared, particularly if baking is done in off-cooking hours.

5. Mobile and pass-through storage units may be used between baking and serving sections, and for storage of some dry and refrigerated items. Unless the work centers for mixing, baking and portioning are located close to each other, they will need additional storage and refrigerated space. Refrigeration needs may be combined in smaller installations.

6. As much clear space should be provided in front of the bake oven as the bake oven is deep--front to back.

7. Provide baker's work table. Portable bins for flour and sugar underneath table are preferred. The baker's table, as with the proof box, should be near the ovens.

8. Mixers (and attachments), pastry stove and steam jacketed kettle (if used) should be located near the baker's table.

B. Required Equipment - (for average size operation making maximum use of mixes and prepared products such as pie filling)

1. Oven or ovens

2, Mobile proofing cabinet

3. Mobile racks for 18/26 pans

4. Mixers, large and small

5. Baker's table

6. "Mobile ingredient bins

7. Scale

8. Baker's sink

9. Freezer

10. Refrigerator

11. Baker's store (optional)

12. Sheeter (optional)

13. Diver/rounder (optional)

C. Required Equipment (for operation buying frozen, prepared foods)

1. Oven or ovens

2. Mobile racks for 18/26 pans

3. Freezer

3-4.9 SUB-SPACE: HOLDING AND SERVING

3-4.9.1 General Considerations: Two major zones of activity are involved in this area-- serving and waitress service.

A. Serving: This may be performed by a separate employee whose job is to take bulk cooked foods and apportion individual orders from an order wheel (or in a cafeteria line). As this process tends to confuse circulation routes in the cook's area, a better solution is to divide the responsibilities of the cooking staff by portioning off the duties and having two or more cooks (or assistants) cooking and serving orders from the order wheel. Filled hot entree items are set on warming plates for holding until waitress pick-up. Circulation space should be adequate for several waitresses at one time (to prevent mix-ups and breakage).

B. Equipment

1. Warming plates - typically steam tables and bain maries

2. Cooling plates

3. Pass-through refrigerators (mobile)

C. Waitress Service: Will include all “to order” small items that a waitress adds to the regular meal such as preparation of beverages, bread and butter, small desserts, salad dressing. These services are most easily dealt with if they are spread around the pick-up areas in scramble form, so that several waitresses may perform different operations all along the line.

D. Required Equipment

1. Coffee dispensers
2. Tea dispensers
3. Milk dispensers
4. Soft drink dispensers
5. Refrigeration and ice machines (mobile)
6. Roll warmers
7. Butter dispensers
8. Wine storage area/refrigeration
9. Pass-through dessert and salad refrigerators (mobile)
10. Salad dressing containers
11. Storage area for plates, glasses, stemware, etc.

3-4.10 SUB-SPACE: CLEAN-UP AND DISHWASHING

2-4.10.1 General Considerations

A. Clean-up: Operation intended to clear tables and move soiled items to dishwasher area. Two basic methods of operation. In one, the waitress or busboy places soiled items directly in dishwasher or in mobile cart for transfer to dishwasher. Alternatively, the user places items on conveyor or mobile cart.

B. Dishwashing: Specific dishwashing operation will vary according to the number of meals served, the degree of automation desired, the supply of utensils and desired rate of flow, and the floor space available. Early decisions made on these matters will determine the policy and specify a dishwasher able to clean dishes at just faster than soiled rate during normal operation, saving the excess soiled dishware for slack periods and keeping the dishwasher running on a full-time basis.

C. Equipment

1. Scrapping table
2. Dispenser (refuse bins)
3. Compactors, food waste grinders
4. Pre-rinse machines
5. Conveyors
6. Tray racks and carts
7. Plate, glass, silver dispenser (loaders)
8. Sink
9. Silver burnisher
10. Floor drain

D. Pot Washing: Pots from main cooking, serving, baking, etc., will be loaded and washed in a different location from the dishwashing activities. A minimum of a two-compartment sink with a grease catch or skimmer between the first two compartments is recommended. In many kitchens a large storage area is required for soiled pots, since they may not be washed immediately upon arrival in the pot washing area. Extra temporary storage should also be provided for clean pots prior to rerouting them to their departments.

3-4.11 SUB-SPACE: STAFF FACILITIES

3-4.11.1 Chef's Office: A larger kitchen should provide an office for the chef. This should be located near the receiving area, but should also have a general view of the main kitchen area through. glass walls. In a small kitchen, space should be found for a desk and filing area for the chef.

3-4.11.2 Employee's Rest Rooms, Locker Rooms

3-4.11.3 Employee's Dining Room: When the k itchen staff exceeds 10 in number, consideration should be given to providi ng staff dining room, This should be located near the kitchen receiving-area and should be visible from the chef's office and the main kitchen area.

3-4.12 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-4.12.1 Lighting

A. Natural: Not essential.

B. Artificial: High intensity. Since many kitchen surfaces will be glossy, light colors, particular care is necessary to avoid glare. Fixtures should be easily maintained and cleaned; recessed ceiling fixtures are desirable. See Table 4-7 for standards.

3-4.12.2 Acoustics

A. Sound, Generation: The kitchen is a noisy work space.

B. Sound, Isolation: Planning requirements generally insure adequate isolation.

3-4.12.3 Thermal: Kitchen generates considerable cooking odor and heat. High standard of ventilation essential. Kitchen should be negative pressure area relative to other spaces. If kitchen is open to serving or eating areas, special care must be taken to provide adequate capacity hoods . Provide minimum of 24 air changes/hour in kitchen area.

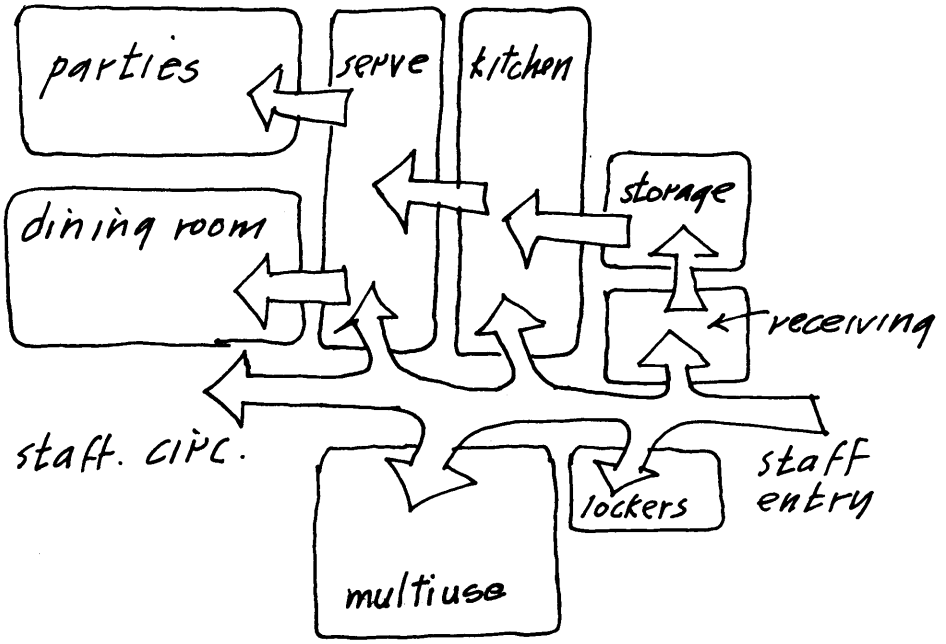
3-4.13 RELATIONSHIPS TO OTHER SPACES: See Figures 3-21 and 3-22.

Figure 3-21 Affinity Matrix for Kitchen

The affinity matrix indicates relationships between space 4 - Kitchen and other generic spaces as being required. or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
4 - Kitchen	-	+	0	+	+	-	-	-	0	0	0	0	+

Figure 3-22 Relationship of Kitchen to Other Areas



3-5.1 ACTIVITIES AND USES ANTICIPATED: Dances, large receptions, bingo games, live music. In a small club the multi-use room may also have to be used as the dining room or bar. This is undesirable since setting up for ballroom activities will 'inevitably interfere with dining requirements. A large room may be divided into two or more smaller meeting areas to improve utilization. The multi-use room is used predominantly at night, although it may be used for receptions during the day, particularly at lunch time. It is necessary to provide food and bar service to this space.

3-5.2 CHARACTER OF SPACE: The multi-use room should appear as spacious and dignified as funds will permit. A traditional atmosphere is usually preferred.

3-5.3 DIMENSIONAL CHARACTERISTICS

3-5.3.1 Governing Dimensions

A. Horizontal Dimensions: Maximum aspect ratio: 2:1

B. Vertical Dimensions: Minimum ceiling height: 10'-0", for room up to 30'-0" wide. Increase minimum ceiling height by the approximate ratio of 1'-0" for each increase of 5'-0" in room width.

3-5.3.2 Sizing of Spaces

A. Sizes of multi-use room may vary depending on local taste and management policy. In addition, its size is affected by extent to which separate party rooms are provided, rather than subdividing multi-use room for parties.

B. Guidelines for Establishing Area of Multi-use Room: Multi-use room plus party rooms = 20-25% gross area. Critical sizing activity: Bingo. Allow 15 s.f./person (see Figure 3-23) . Allow 13 s.f./seat for banquets.

3-5.4 BASIC EQUIPMENT REQUIRED

3-5.4.1 The dance floor should have a hardwood surface; the remainder of the area should have a high quality carpet.

3-5.4.2 Dance activities require tables and chairs around the perimeter of the room, for sitting out and socializing.

3-5.4.3 Bingo requires a seat at a table for every participant; additional space may be needed for the display of prizes.

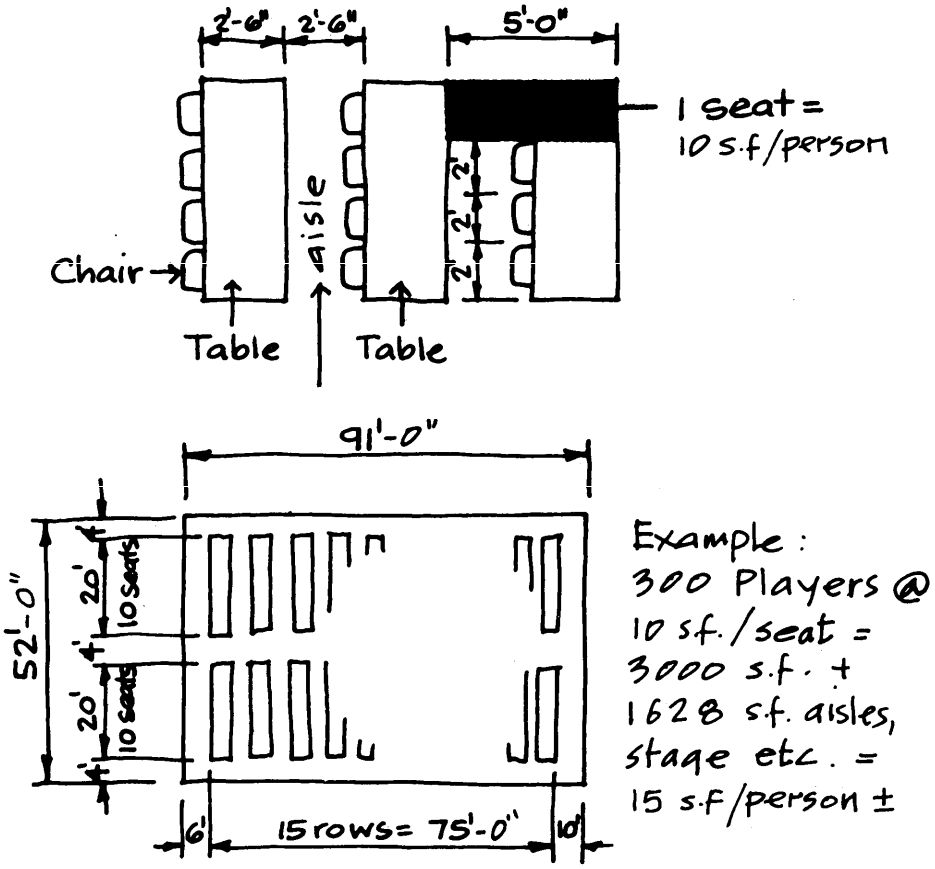
3-5.4.4 A stage area is necessary for performers. The stage should be raised not less than two feet above the general floor level. For maximum flexibility a sectional, portable stage is satisfactory.

3-5.4.5 A good sound system is essential, suitable both for speech and music.

3-5.4.6 The wide variety of furnishing requirements requires storage space which must be directly accessible to the multi-use room. Provide a minimum of 1 s.f. of table and chair storage per person, based on 13 s.f./ person overall occupancy.

3-5.4.7 If movable walls are used, they should be of high quality and readily movable; electrical operation of large walls is desirable.

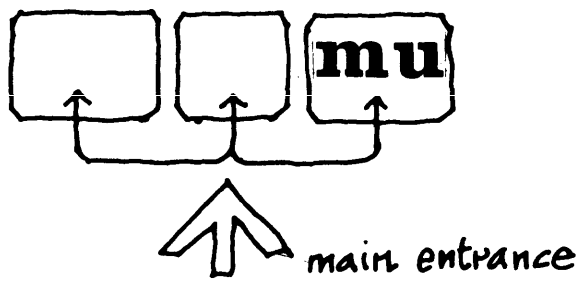
Figure 3-23 Planning Dimensions of Layout for Bingo



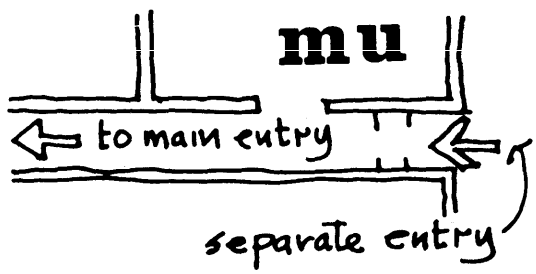
3-5.5 REQUIREMENTS OF SUB-SPACES WITHIN MAIN SPACE: Dressing Rooms: A large multi-use room should provide separate dressing rooms for male and female performers. These should have direct access to a separate entrance, or to the staff area of the facility. Ready access to rest rooms is essential. Dressing rooms should have a dressing table, chairs and a sink; full length mirrors are necessary as are provisions for hanging clothes.

3-5.6 PLANNING CRITERIA

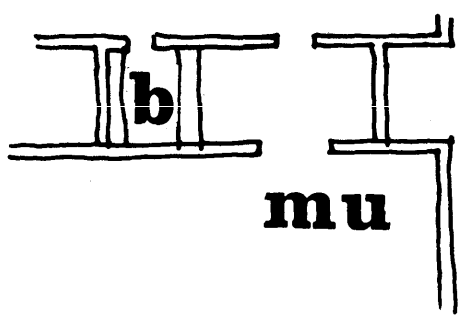
3-5.6.1 It should be possible to enter the multi-use room directly from the main entrance, without passing through other activity spaces.



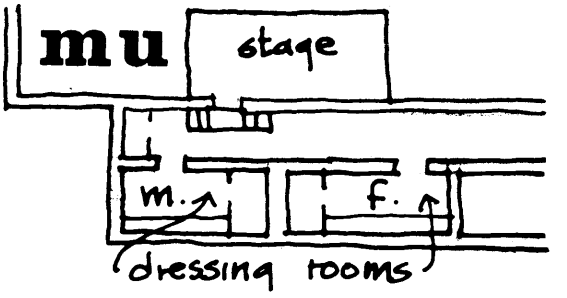
3-5.6.2 It is desirable for the multi-use room in a large club to have a separate entrance.



3-5.6.3 Provide service bar with direct access to multi-use room, but not facing directly onto multi-use space.



3-5.6.4 Performers should be able to reach stage and dressing rooms by entry separate from public areas.



3-5.6.5 Provide access to rest rooms adjoining entry to multi-use room.

3-5.6.6 In smaller club, rest rooms for multi-use room, d ining room, bars and entry may be common.

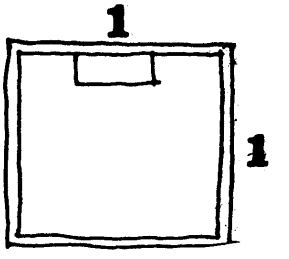
3-5.6.7 If surroundings and climate are appropriate, provide outside terrace associated with multi-use room.

3-5.6.8 Space should be column-free.

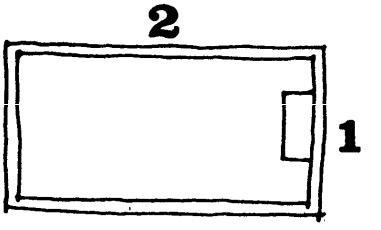
3-5.6.9 Provide storage for tables and chairs directly accessible from the main room.

3-5.6.10 Provide direct access to serving area of kitthen.

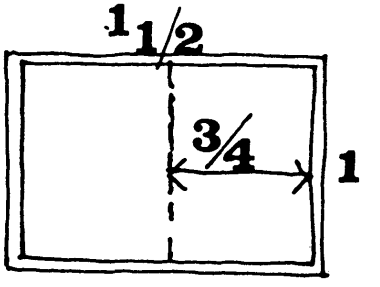
3-5.6.11 The best shape for an assembly or multi-use room is approximately square.



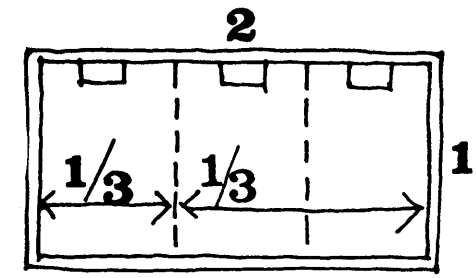
3-5.6.12 The limit of rectangularity is an aspect ratio of 2:1. Beyond this, the audience is unacceptably far from stage activities.

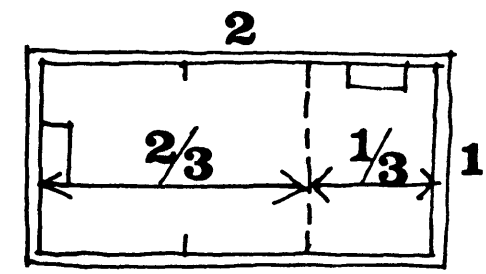


3-5.6.13 If room is to be subdivided, a ratio of about 1-1/2:1 is good, giving two well-proportioned rooms with ratio of 1-1/3:1.



3-5.6.14 For subdividing room into 3, use approximately a ratio of 2:1 subdivided into 3 rooms with good ratio of 1:1-1/2 or into two rooms with ratios of 1:1-1/2 and 1:1-1/3.





3-5.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-5.7.1 Lighting

A. Natural

1. Since most use of the multi-use room is at night, natural lighting is not necessary.

2. If there is an attractive view, the multi-use room may open out onto a terrace, deck, or court.

B. Artificial

1. Lighting should be attractively designed, and lighting levels range from fairly high for use during bingo games to low for dances. See Table 4-7 for standards.

2. Specialized stage lighting should be provided for performances.

3. Lighting atmosphere for dances should be provided a soft rather than a functional atmosphere. This requirement is best met by the use of incandescent fixtures.

3-5.7.2 Acoustics

A. Sound, Generation: Bingo and live music for dances generate significant sound levels. Acoustic quality of the space should be live, but with good definition for voice and music.

B. Sound, Isolation: The multi-use room will tend to generate more noise than surrounding spaces, with the possible exception of a bar or games room; sound isolation not critical.

3-5.7.3 Thermal: At times, such as bingo games, considerable smoke and heat may be generated by the occupants. A ventilation system that can accommodate this peak condition is essential. For moderate occupancy with no smoking, provide 5 to 8 air changes/hour. For full occupancy with smoking, system should be capable of providing 15 to 20 air changes/hour.

3-5.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-24, 3-10 and 3-13.

Figure 3-24 Affinity Matrix for Multi-use

The affinity matrix indicates relationships between space 5 - Multi-use and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
5 - Multi-use	+	0	+	+	0	-	-	-	-	+	-	-	0

3-6 PARTY ROOM

3-6.1 ACTIVITIES AND USES ANTICIPATED: Private parties, receptions, and club activities. Meetings will be associated almost invariably with cocktail and meal service.

3-6.2 CHARACTER OF SPACE: Party rooms should be attractive and dignified. A traditional atmosphere is desirable. Extensive use of movable walls may result in an impersonal atmosphere and limit the opportunities for decoration. If a number of party rooms are provided, there should be some variety in character achieved through use of color, light and texture.

3-6.3 DIMENSIONAL CHARACTERISTICS

3-6.3.1 Governing Dimensions: See requirements of generic space 2 - Dining Rooms.

3-6.3.2 Sizing of Spaces: See requirements of generic space 5 - Multi-use.

3-6.4 BASIC EQUIPMENT REQUIRED

3-6.4.1 Provision for food and cocktail service.

3-6.4.2 Built-in service bar that can be kept stocked and locked at all times.

3-6.4.3 Carpet for flooring.

3-6.4.3 Coat racks.

3-6.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-6.6 PLANNING CRITERIA

3-6.6.1 Provide direct access to serving area of kitchen.

3-6.6.2 Party rooms created by subdividing a larger space with movable walls should each have independent access and egress. (See Figure 3-26)

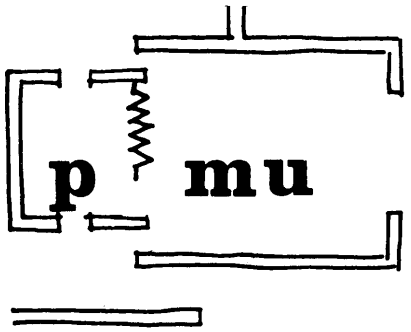
3-6.6.3 Provide direct access to storage for tables and chairs.

3-6.6.4 Provide party room service bars (preferred), service access to main bar, or sufficient space to set up a mobile or temporary bar (least desirable).

3-6.6.5 Party rooms created by movable walls should be of different sizes, to provide the greatest variety of alternative sizes. (See page 3-42)

6-PARTY ROOM

3-6.6.6 Party rooms can provide useful expansion space for dining or multi-use rooms.



3-6.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-6.7.1 Lighting

A. Natural: Natural lighting is not essential, but an attractive view may be exploited.

B. Artificial: Incandescent lighting is desirable, with provision for dimming. See Table 4-7 for standards.

3-6.7.2 Acoustics

A. Sound, Generation: The party room may be relatively noisy.

B. Sound, Isolation: The party room should be isolated against adjoining areas, for some activities may be quiet, and not wish to be disturbed by adjacent noise. Adjoining party rooms should be isolated from each other.

3-6.7.3 Thermal: Occupants may generate considerable smoke and heat. An effective ventilation system is essential. System should be capable of providing 15 to 20 air changes/hour.

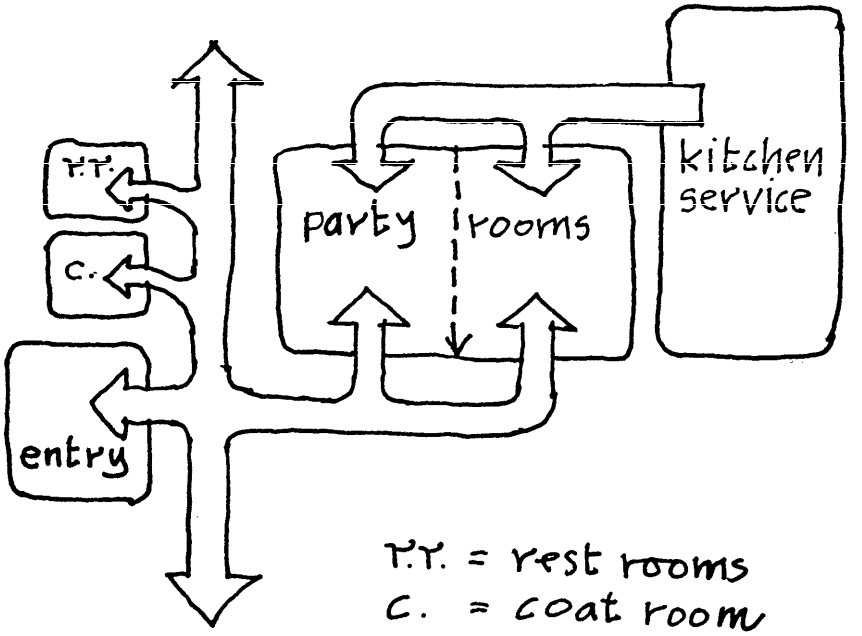
Figure 3-25 Affinity Matrix for Party Room

The affinity matrix indicates relationships between space 6 - Party Room and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
6 - Party Room	0	0	+	+	0	-	-	-	-	0	-	-	0

6-PARTY ROOM

Figure 3-26 Relationship of Party Room to Other Spaces



3-7.1 ACTIVITIES AND USES ANTICIPATED: Reading, watching T.V., quiet socializing, quiet games, such as bridge. May be used at all hours of the day or night. Predominantly used by single people and small groups.

3-7.2 CHARACTER OF SPACE: The space should have a quiet atmosphere, with soft furnishings creating areas of privacy.

3-7.3 DIMENSIONAL CHARACTERISTICS

3-7.3.1 Governing Dimensions

A. Horizontal Dimensions: Maximum aspect ratio: 2:1.

B. Vertical Dimensions: 8'-0" for room 10'-0"+ wide. Minimum ceiling height should increase by the approximate ratio of 1'-0" for each increase of 5'-0" in room width.

3-7.3.2 Sizing of Spaces: Requirements for this space, and size, may vary depending on local requirements and operational policies.

Min. area of space: 200 s.f.
Max. area of single space: 1000 s.f.
Allow 3-5% of gross floor area for this space.

3-7.4 BASIC EQUIPMENT REQUIRED: Comfortable furniture; low tables; card tables; carpeted; T.V. room requires outlets, and T.V. outlets to antenna.

3-7.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-7.6 PLANNING CRITERIA

3-7.6.1 Should be accessible from main entry without passing through other activity spaces.

3-7.6.2 Access to food and beverage service not required.

3-7.6.3 Should be planned as dead-end space, to obviate through traffic.

3-4.6.4 T.V. viewing must be provided in space acoustically isolated from other quiet recreation activities.

3-7.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-7.7.1 Lighting

A. Natural: Not essential. Undesirable in T.V. room area.

B. Artificial: Lounge and reading areas should have soft lighting of a residential nature. T.V. rooms should have a low light level. See Table 4-7 for standards.

7- QUIET RECREATION

3-7.7.2 Acoustics

A. Sound, Generation: This is a quiet space, with minimal sound generation. However, if T.V. is provided, considerable sound may be generated.

B. Sound Isolation: These spaces should be acoustically isolated.

3-1.7.3 Thermal: Typi cally, these spaces will have a low occupancy and will generate little heat or smoke. Spaces should be comfortable when only a small number of people are present. Provide 5 to 8 air changes/hour.

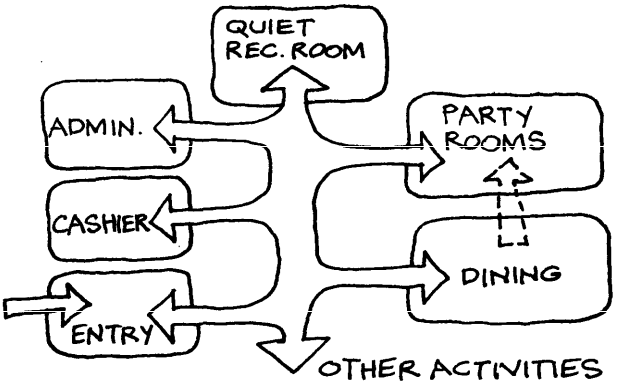
3-7.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-27 and 3-28.

Figure 3-27 Affinity Matrix for Quiet Recreation

The affinity matrix indicates relationships between space 7 - Rec. Room (Q) and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
7 - Rec. Room (Q)	+	+	+	+	+	+	+	+	+	0	+	+	0

Figure 3-28 Relationship of Quiet Recreation Room to Other Spaces



3-8.1 ACTIVITIES AND USES ANTICIPATED: Pool playing, use of game machines. Female guests may be invited, but users are predominantly male.

3-8.2 CHARACTER OF SPACE: An informal, masculine space, analogous in atmosphere to pool room.

3-8.3 DIMENSIONAL CHARACTERISTICS: See requirements for generic space Recreation Room, quiet.

3-8.4 BASIC EQUIPMENT REQUIRED

3-8.4.1 Games and equipment provide the main furnishing.

3-8.4.2 Numbers and types of games may fluctuate considerably, based on availability and popularity.

3-8.4.3 Provide frequent electrical outlets, or continuous plug-in conductor at baseboard.

3-8.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-8.6 PLANNING CRITERIA

3-8.6.1 Should be directly accessible from main or secondary entrance, or from informal bar. In small club, may be part of bar.

3-8.6.2 Should be isolated in location from quiet spaces.

3-8.6.3 An ideal arrangement is to group together an informal entry, bar and game room.

3-8.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-8.7.1 Lighting

A. Natural : Natural lighting is not essential.

B. Artificial: Fairly high intensity fluorescent lighting is appropriate. See Table 4-7 for standards.

3-8.7.2 Acoustics

A. Sound, Generation: Some amusement machines are very noisy; in addition, they generate excitement which results in vocal noise.

B. Sound, Isolation: This space should be isolated from others.

8 - NOISY RECREATION

3-8.7.3 Thermal: May generate considerable smoke and heat, however, this is a specialized space, and a slightly warm smoky atmosphere may not be undesirable. Provide 12 to 15 air changes/hour.

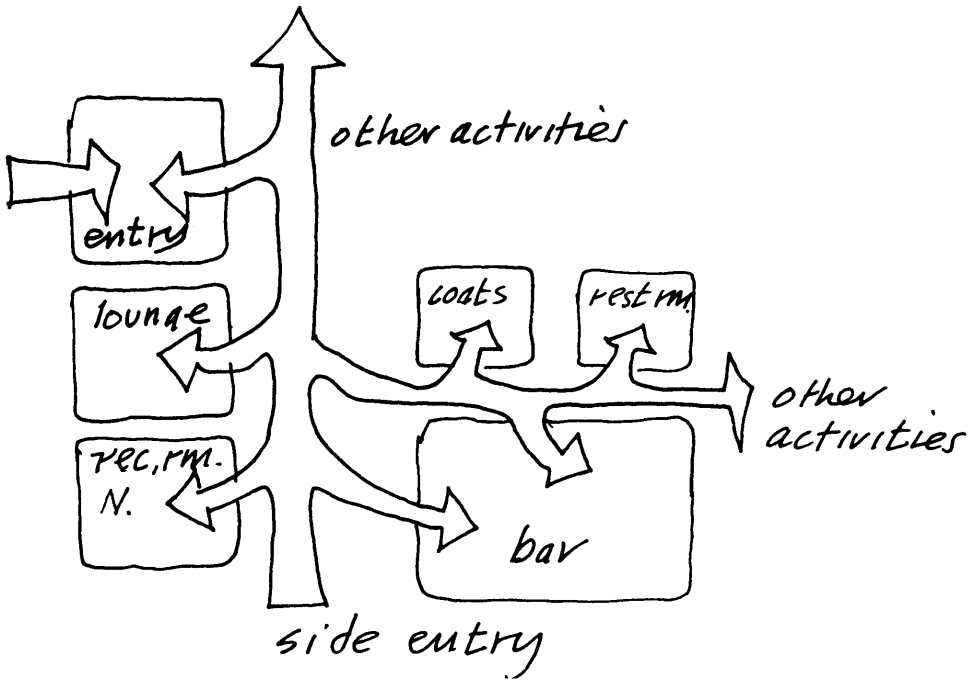
3-8.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-29 and 3-30.

Figure 3-29 Affinity Matrix for Noisy Recreation

The affinity matrix indicates relationships between space 8 - Rec. Room (N) and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	9 - Administration	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
8 - Rec. Room (N)	+	+	0	+	+	+	+	0	+	0	+	+	+

Figure 3-30 Relationship of Noisy Recreation Room to Other Spaces



3-9.1 ACTIVITIES AND USES ANTICIPATED: Space for the administrative offices of the facility. Activities include general office administration, accountancy, reproduction, and general secretarial activities. Cashier's office will have a public window through which transactions such as dues paying are handled.

3-9.2 CHARACTER OF SPACE: Space should reflect functionalism and efficiency, but should also be fresh and attractive. Bureaucratic atmosphere should be avoided.

3-9.3 DIMENSIONAL CHARACTERISTICS

3-9.3.1 Governing Dimensions

A. Horizontal Dimensions: Governed by requirements of furniture location and relationship, together with staff and visitor circulation space. See Figure 3-31 for basic requirements.

B. Vertical Dimensions: No specific requirements.

3-9.3.2 Sizing of Spaces

A. Allow: 0%-2% of gross area up to gross area of 10,000 s.f.
3%-5% of gross area up to gross area of 30,000 s.f.
2%-4% of gross area. for gross area over 30,000 s.f.

B. Min. single occupant office size: 100 s.f.

C. Min. single occupant plus secretary office size: 200 s.f.

3-9.4 BASIC EQUIPMENT REQUIRED: Office furniture: Desks, typing tables, filing cabinets, shelves.

3-9.5 REQUIREMENTS OF SUB-SPACES WITHIN MAIN SPACE: Not applicable.

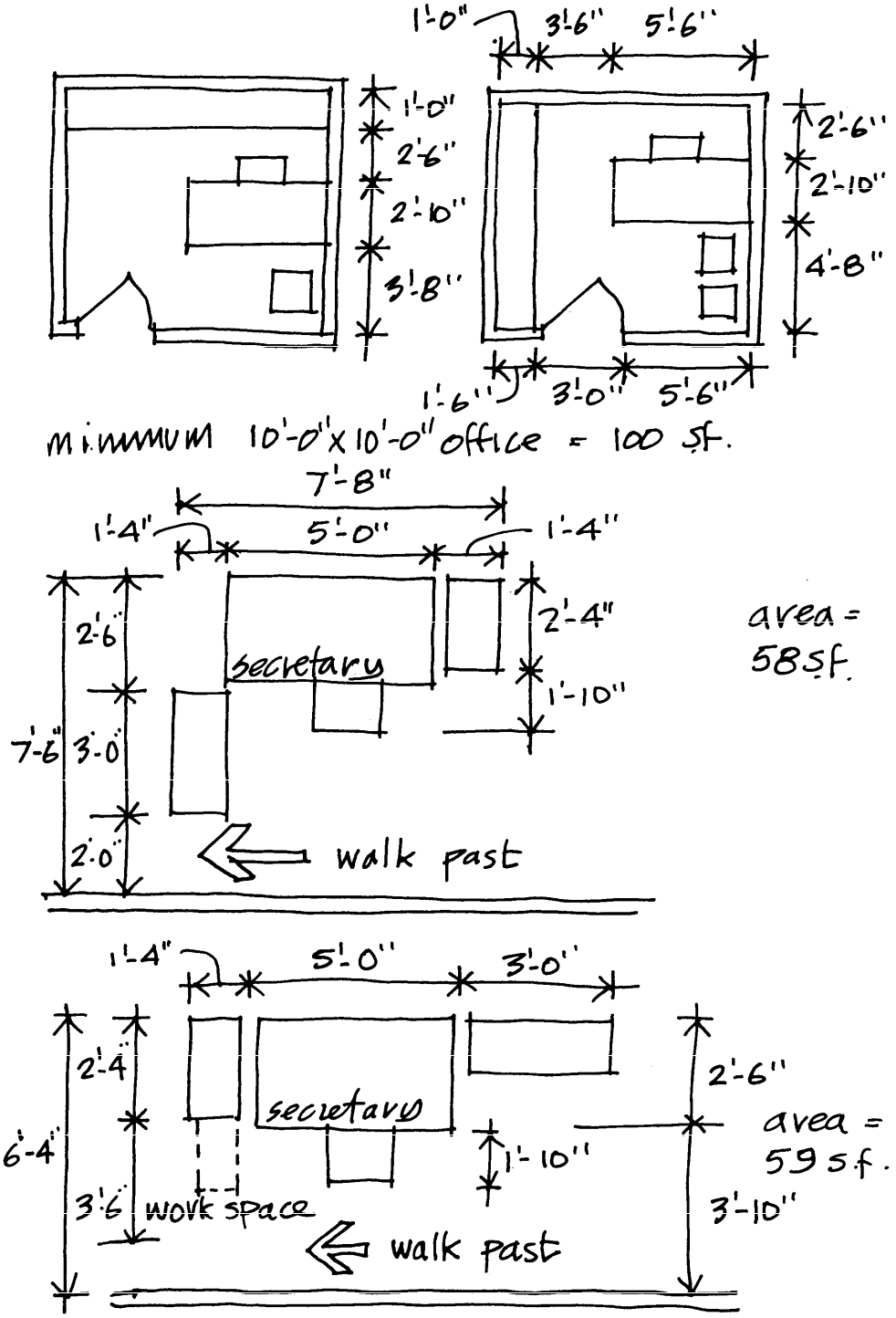
3-9.6 PLANNING CRITERIA

3-9.6.1 In small club, administration should adjoin entrance, and cashier can act as receptionist.

3-9.6.2 In large club, administration should be accessible to, but not adjoining, main entry.

3-9.6.3 Public entry to manager's office should be through secretarial offices.

Figure 3-31 Planning Dimensions for Layout of Office Spaces



3-9.6.4 Reproduction area should adjoin secretarial area, and be acoustically isolated from it.

3-9.6.5 Cashier's office should have public window directly adjoining public hallway or entry, with waiting space.

3-9.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-9.7.1 Lighting

A. Natural: Offices where people spend the major part of their time should have windows. Not necessary for reproduction room or cashier's office.

B. Artificial: Efficient low brightness lighting is necessary. Fluorescent lighting is appropriate. See Table 4-7 for standards.

3-9.7.2 Acoustics

A. Sound, Generation: Reproduction room may generate considerable noise.

B. Sound, Isolation: Other offices should be isolated from the reproduction area.

3-9.7.3 Thermal: Low occupancy spaces. Good comfort conditions should be provided with provision for individual control. Female occupants having sedentary occupations and light clothing tend to feel cold and drafts more than males. Provide 5 to 12 air changes/hour.

3-9.8 RELATIONSHIPS TO OTHER SPACES: See Figures 3-4 and 3-5 for Entry and Figure 3-32.

9-ADMINISTRATION

Figure 3-32 Affinity Matrix for Administration

The affinity matrix indicates relationships between space 9 - Administration and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	10 - Rest Rooms	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
9 - Administration	+	-	-	-	-	-	0	-	0	0	0	0	0

3-10 REST ROOMS

3-10.1 ACTIVITIES AND USES ANTICIPATED: Rest rooms for club users and staff. Womens rest room should include rest and dressing table area for make-up and grooming.

3-10.2 CHARACTER OF SPACE: Clean, functional, and well-finished. Good colors and materials in a rest room are a relatively inexpensive way of providing an atmosphere of opulence and luxury.

3-10.3 DIMENSIONAL CHARACTERISTICS

3-10.3.1 Governing Dimensions

A. Horizontal Dimensions: Governed by requirements of privacy, fixture location and clearances, and user access.

B. Vertical Dimensions: Minimum ceiling height: 8'-0"

3-10.3.2 Sizing of Spaces

A. Minimum fixture requirements determined by DOD 4270.1-M. Adequate rest room facilities will utilize 3%-4% of gross floor area.

3-10.4 BASIC EQUIPMENT REQUIRED

3-10.4.1 Plumbing fixtures, counters and dressing tables as appropriate to size and function.

3-10.4.2 Fixtures should be designed and detailed with extreme attention to maintenance characteristics.

3-10.4.3 Wall hung toilet bowls and urinals should be used.

3-10.4.4 Ceiling and wall hung toilet room dividers are desirable.

3-10.4.5 Floors should be good quality ceramic tile with cove base.

3-10.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-10.6 PLANNING CRITERIA

3-10.6.1 Entry should be carefully screened from passers by.

3-10.6.2 Janitor's closet can be economically planned between male and female rest rooms.

10-RESTROOMS

3-10.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-10.7.1 Lighting

A. Natural: Natural lighting not essential.

B. Artificial: Lighting fixtures should be carefully chosen and placed to avoid an atmosphere of gloom and to accentuate cleanliness. Incandescent lighting is desirable at mirrors and dressing areas. See Table 4-7 for standards.

3-10.7.2 Acoustics

A. Sound, Generation: Plumbing fixtures may generate sound, and should be insulated from other public areas.

B. Sound, Isolation: Planning requirements automatically result in a high degree of isolation in this area.

3-10.7.3 Thermal: High standard of ventilation is necessary for odor control. Provide minimum of 12 air changes/hour.

3-10.8 RELATIONSHIPS TO OTHER SPACES: See figure 3-33.

Figure 3-33 Affinity Matrix for Rest Rooms

The affinity matrix indicates relationships between space 10 - Rest Rooms and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	11 - Storage	12 - Maintenance	13 - Mechanical	14 - Lockers
10 - Rest Rooms	+	-	0	0	-	-	-	0	0	0	0	0	0

3-11.1 ACTIVITIES AND USES ANTICIPATED: Storage for tables, and chairs. Specialized storage for kitchen supplies, garbage, etc., is described in Section 3-4, Kitchen.

3-11.2 CHARACTER OF SPACE: Clean, functional, easy to maintain.

3-11.3 DIMENSIONAL CHARACTERISTICS:

3-11.3.1 Governing Dimensions

A. Horizontal Dimensions: No specific requirements.

B. Vertical Dimensions: No specific requirements.

3-11.3.2 Sizing of Spaces: Provide minimum of 2% of gross floor area. Provide minimum of 1 s.f. of table and chair storage per person for ballroom based on 13 s.f./per occupancy.

3-11.4 BASIC EQUIPMENT REQUIRED: Storage, shelving, and equipment appropriate to items being stored.

3-11.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-11.6 PLANNING CRITERIA

3-11.6.1 Locate storage areas close to point of use.

3- 11.6.2 Provide access appropriate to items being stored.

3-11.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-11.7.1 Lighting

A. Natural: Undesirable, since windows provide an opportunity for break-in.

B. Artificial: No specific requirement.

3-11.7.2 Acoustics

A. Sound, Generation: Minimal.

B. Sound, Isolation: Not necessary.

3-11.7.3 Thermal: Storage should have minimal ventilation.

3-11.8 RELATIONSHIPS TO OTHER SPACES: Storage should be located as close as possible to point of use. See Figure 3-34.

11-STORAGE

Figure 3-34 Affinity Matrix for Storage

The affinity matrix indicates relationships between space 11 - Storage and other generic spaces as being required or desirable (+), of no consequence (0), or undesirable (-).

	1 - Entry	2 - Dining Room	3 - Bar	4 - Kitchen	5 - Multi-use	6 - Party Room	7 - Rec. Room (Q)	8 - Rec. Room (N)	9 - Administration	10 - Rest Rooms	12 - Maintenance	13 - Mechanical	14 - Lockers
11 - Storage	0	+	+	0	+	0	0	0	0	0	0	0	0

3-12.1 ACTIVITIES AND USES ANTICIPATED: Space used by maintenance staff includes shop areas for maintenance and repair of movable equipment and building components, also Janitor's closets for use by personnel cleaning use spaces.

3-12.2 CHARACTER OF SPACE: Clean, functional, easily maintained.

3-12.3 DIMENSIONAL CHARACTERISTICS

3-12.3.1 Governing Dimensions

A. Horizontal Dimensions

1. Dimensions for janitor's closet: 4'-0" x 3'-0", sufficient for janitor's sink and mop storage.

2. Shop area dimensions governed by equipment in use, work space required, and material and equipment storage.

B. Vertical Dimensions

1. Janitor's closet: 7'-6" minimum

2. Shop area: 10-01" minimum

3-12.3.2 Sizing of Spaces: Allow between 0.1-0.3% of gross floor area.

3-12.4 BASIC EQUIPMENT REQUIRED

3-12.4.1 Janitor's closet requires janitor's sink, drainboard, area for mops, shelving for cleaning supplies.

3-12.4.2 Floor drain is desirable.

3-12.4.3 Shop area, repair and maintenance equipment as appropriate for function.

3-12.4.4 Concrete floor.

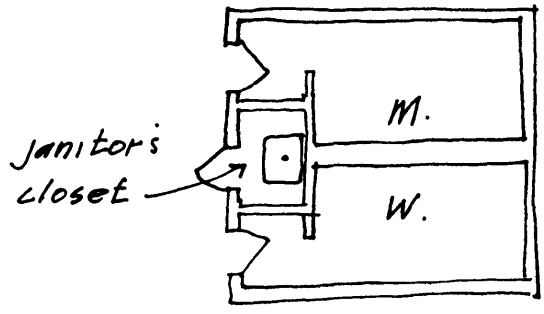
3-12.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-12.6 PLANNING CRITERIA

3-12.6.1 Janitor's closets should be dispersed through facility.

3-12.6.2 Locate janitor's closets in hallways, close to main activity spaces.

3-12.6.3 Janitor's closets are economically located between male and female rest rooms.



3-12.6.4 Door to Janitor's closet should open outwards.

3-12.6.5 Locate maintenance shop close to receiving area of facility.

3-12.6.6 Provide adequate access to shop for large pieces of equipment such as mobile bars, kitchen carts, etc. Direct outside access is desirable.

3-12.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-12.7.1 Lighting

A. Natural: Not necessary in closet areas, desirable in shop areas, but not essential.

B. Artificial: Janitor's closet, minimal illumination; shop areas, industrial type high intensity lighting at task areas, low general illumination.

3-12.7.2 Acoustics

A. Sound, Generation: In closet areas, minimal, shop area may be considerable with use of power equipment.

B. Sound, Isolation: Shop area should be isolated in service area of facility.

3-12.7.3 Thermal: Janitor's closet should be ventilated, shop area heated and ventilated. Special exhaust systems for sawdust, etc., as appropriate.

3-12.8 RELATIONSHIPS TO OTHER SPACES

3-12.8.1 Janitor's closets should be dispersed along circulation areas of facility in association with spaces to be maintained.

3- 12.8.2 Maintenance shop is best located adjoining staff entrance and receiving area.

3-13.1 ACTIVITIES AND USES ANTICIPATED: Space for the location of mechanical equipment. Access only by qualified persons for inspection, repair, and maintenance.

3-13.2 CHARACTER OF SPACE: Functional

3-13.3 DIMENSIONAL CHARACTERISTICS

3-13.3.1 Governing Dimensions: Dictated by requirements of specific equipment.

3-12.3.2 Sizing of Space

A. Space required will vary according to type of system. Roof-top units require no mechanical space. Full air-conditioning will require more space than heating and ventilating only.

B. Prior to system determination, allow 4-5% of gross floor area.

3-13.4 BASIC EQUIPMENT REQUIRED: Equipment as required by function Storage and work area may be required by maintenance personnel.

3-15.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-13.6 PLANNING CRITERIA

3-13.6.1 Should be isolated from public areas of the facility.

3-13.6.2 Space that contains large, heavy pieces of equipment that are likely to be removed should have direct access to outside paved area.

3-13.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

3-13.7.1 Lighting

A. Natural: Not essential.

B. Artificial: Industrial lighting appropriate.

3-13.7.2 Acoustics

A. Sound, Generation: Fan rooms, compressor rooms and pump areas, may generate considerable noise; electrical room generates minimal noise.

B. Sound, Isolation: Mechanical areas which generate sound should be isolated from all public spaces and from outdoor spaces that are used for recreational purposes.

3-13.7.3 Thermal: Heating equipment generates considerable waste heat. Staff areas should be well ventilated.

3-13.8 RELATIONSHIPS TO OTHER SPACES: No relationship, other than provision for staff access to space, preferably under cover.

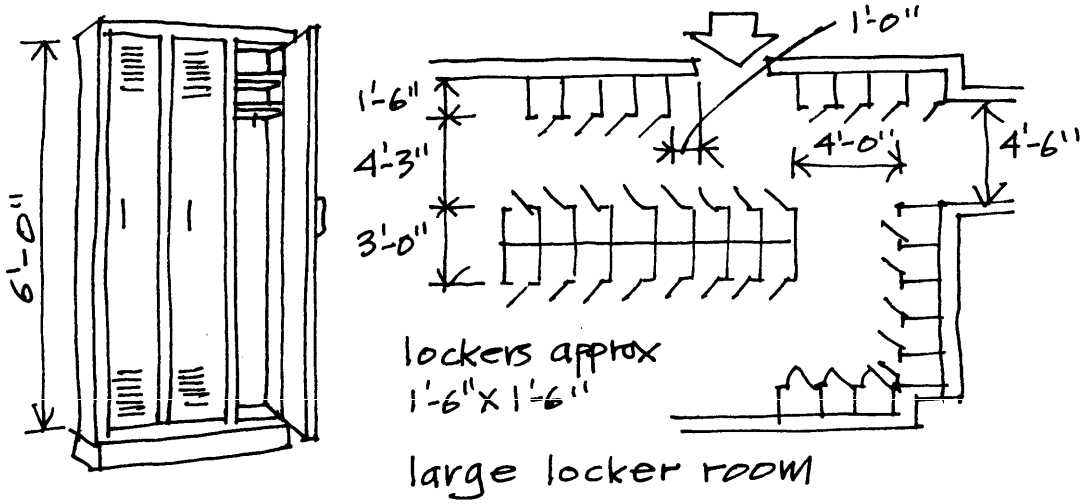
3-14.1 ACTIVITIES AND USES ANTICIPATED: Area where staff changes into work clothes. Associated with washing, shower facilities, and staff toilets.

3-14.2 CHARACTER OF SPACE: Clean, functional, fresh colors.

3-14.3 DIMENSIONAL CHARACTERISTICS

3-14.3 Governing Dimensions

A. Horizontal Dimensions: Requirements based on size of. lockers and aisle requirements.



3-14. 3.2 Vertical Dimensions: Minimum ceiling height 8'-0".

3-14.3.2 Sizing of Space: Should be sized to provide one locker and associated space for each employee who is required to change clothing for work purposes.

3-14.4 BASIC EQUIPMENT REQUIRED: Clothing lockers, benches.

3-14.5 REQUIREMENTS OF SUB-AREAS WITHIN MAIN SPACE: Not applicable.

3-14.6 PLANNING CRITERIA

3-14.6.1 In small club, lockers can be provided in hallways at staff entrances or in staff, toilet areas.

3-14.6.2 In large club, lockers should be in separate room and include provision for washing and showers.

3-14.7 GENERAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS

14-LOCKER ROOM

3-14.7.1 Lighting

A. Natural: Not essential.

B. Artificial: Moderate lighting level. Fluorescent fixtures appropriate. See Table 4-7 for standards.

3-14.7.2 Acoustics

A. Sound, Generation: Low activity area, but lockers generate noise.

B. Sound, Isolation: Not critical.

3-14.7.3 Thermal: High standard of ventilation essential. Provide minimum of 12 air changes/hour.

3-14.8 RELATIONSHIPS TO OTHER SPACES: Related to staff entrance.